

# kidspiration

## Getting Started



# Credits

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# Chapter 1: Getting Started

Kidspiration® is the visual way to explore and understand words, numbers and concepts. Created for K-5 learners, Kidspiration develops thinking, literacy and numeracy skills using the proven principles of visual learning. Kidspiration supports students as they think creatively and organize ideas to write, comprehend and communicate successfully.

In reading and writing, Kidspiration builds students' word recognition, vocabulary, comprehension and written expression using visual tools that combine pictures, text and spoken words.

With visual math tools, students build a strong mathematical foundation for reasoning and problem solving by using visual representations to understand math concepts.

Across the curriculum, they express and communicate their thinking with pictures, words and numbers.

This guide is designed to help you get started using Kidspiration, quickly and easily. It contains:

- What's new in Kidspiration 3
- System requirements
- Installation instructions
- Customer service information
- Learning Kidspiration Tutorials

## Where to find more information

- The Kidspiration Help system contains detailed information about using Kidspiration commands and features. To access Help while you are using Kidspiration, click **Kidspiration Help** on the **Help** menu.
- This *Getting Started Guide* is available as a PDF document in the Documentation folder inside the Kidspiration 3 folder. To access

the *Getting Started Guide* while you are using Kidspiration, click **Kidspiration Documentation** on the **Help** menu.

- Kidspiration Technical Support is available online. To connect to Technical Support while you are using Kidspiration, on the **Teacher** menu, point to **Teacher Resources Online**, and then click **Technical Support**.

## What's New in Kidspiration 3

With new and enhanced capabilities, Kidspiration 3 helps students develop strong thinking skills, improve their reading and writing skills and build conceptual understanding in math.

### Additional Support for Building Strong Thinking Skills

#### Enhanced Symbol Library

To further support the development of strong thinking skills as students visually explore ideas and concepts, Kidspiration's symbol collection is bigger and better than ever with 3000+ symbols in the Symbol Library and the new Word Guide. The expanded collection provides greater visual coverage for Language Arts, Social Studies and Science making Kidspiration a valuable cross-curricular tool. Students can also import symbols from other sources.

#### Symbol Search

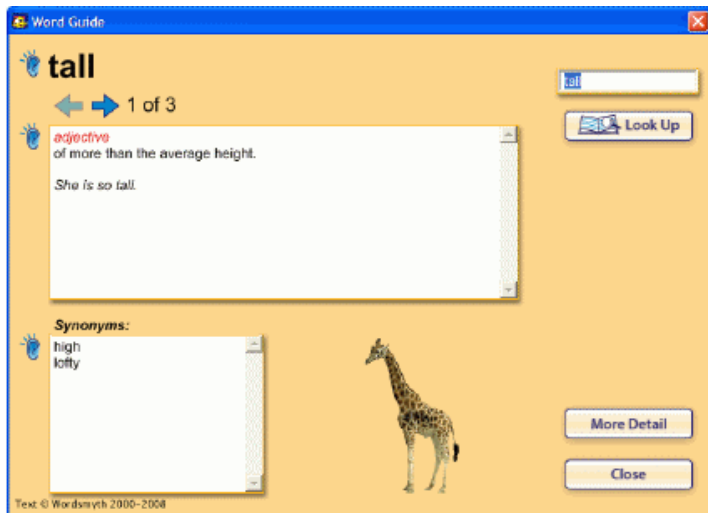
A new Symbol Search capability helps students search for and find just the right symbols to express their thoughts and ideas. Simply enter keywords into the box at the top of the Symbol palette and click the Find button. Kidspiration searches both the built-in symbol libraries and the Word Guide, and displays the search results in the palette.



## Tools for Improving Reading and Writing Skills

### Word Guide

Kidspiration now includes a Word Guide to further support vocabulary and reading comprehension as students create, organize and explain ideas and information visually. With easy access to nearly 13,000 words, the Word Guide includes sight vocabulary from the Fry's Instant Word List and the Dolch Word List. Word Guide also aligns with TESL vocabulary to support ELL and ESL students. Each entry includes definitions, recorded speech for pronunciation, synonyms and antonyms, syllabication, parts of speech and sample sentences. In addition, Word Guide pairs 1,400 words with images to enhance word recognition and comprehension.



## Enhanced Audio Support

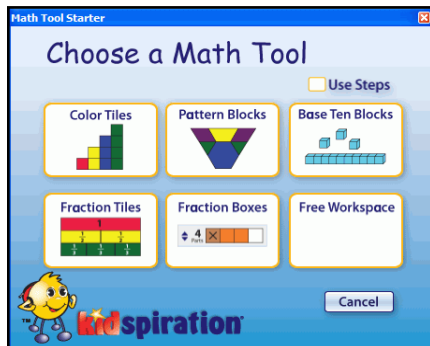
Longer recording time encourages students to express and document their ideas. Teachers enjoy greater flexibility when recording instructions and comments. For ESL and ELL learners, teachers can record instructions in native languages to enhance student understanding. With the Listen tool students can hear any text read aloud, strengthening word recognition and comprehension.

## Tools for Building Conceptual Understanding in Math

Now Kidspiration extends the proven principles of visual learning to mathematics with new visual math tools. Combining the hands-on learning power of manipulatives with all the added benefits of computer interactivity, Kidspiration's math tools help primary learners grasp essential and sometimes challenging math concepts.

### New Math View and its five visual Math Tools

Functioning independently from Picture and Writing Views, the new Math View has five distinctive visual math tools, addressing NCTM's Curriculum Focal Points for Grades K-5, including number and operations (whole numbers, fractions and decimals), measurement, Algebra and two-dimensional geometry.





Accessible from the **Math Tool Starter**:

- **Kidspiration Color Tiles™** are used to count and compare, explore properties of number and operations, and develop computation strategies. With Kidspiration Color Tiles, students can solve area and perimeter problems, and model number patterns and the four basic operations.

Color tiles are squares with no quantity limit, so they work with numbers large and small. Tiles are easy to drag and drop, and can “snap” to each other or to an optional background grid, making it easy to create bar charts and build models and patterns. Kidspiration’s Math SuperGrouper™ helps students count, sort and show operations visually. Teachers and students label Math SuperGroupers as a conceptual building block for word problems.

- **Kidspiration Pattern Blocks™** are used to investigate the properties and attributes of shapes through composition and decomposition. Students produce patterns and tessellations, explore similarity and congruence, experiment with symmetry and represent fractions.

Pattern blocks are moveable, stackable geometric shapes with side lengths and angles that “snap” together automatically, so it’s easy to make shapes and patterns. With the Rotate tool, students experiment with rotating shapes and explore how different shapes stack and fit together. Using a line from the Math palette displays and reinforces the concept of symmetry. Kidspiration’s Math SuperGrouper adds additional meaning to counting and sorting activities.

- **Kidspiration Base Ten Blocks™** help students to understand place value and strengthen number sense. They use Kidspiration Base Ten Blocks to count, compare, group, partition and create equivalent representations of whole numbers and decimals. Kidspiration Base Ten Blocks also introduces students to procedures for operations on multi-digit numbers.

Base ten blocks are units of ones, tens, hundreds and thousands. Students “make and break” blocks to compose and decompose multi-digit numbers. The Place Value Mat provides a visual structure for students to compare, order and generate equivalent representations of numbers. This visual framework helps students understand procedures such as carrying and borrowing. With the Kidspiration Math SuperGrouper, students have a visual way to model operations on single and multi-digit numbers.

- **Kidspiration Fraction Tiles™** are used to compare and order fractions and to understand equivalent fractions. Students find common denominators, translate between improper fractions and mixed numbers, and model basic operations with fractions.

Fraction tiles are stackable, pre-sized rectangles in fractions from  $\frac{1}{12}$  up to one whole. The tiles can “snap” together automatically to help students compare fraction values, build wholes and see the concept of equivalent fractions. A whole tray, representing 1 (or whole) when filled, can be used as a container to hold fraction tiles. Fraction labels turn on and off to meet activity requirements.

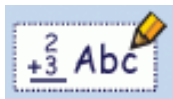
- **Kidspiration Fraction Boxes™** are used to represent fractions visually to build a strong conceptual foundation for future work with fractions. Students compare, order, simplify and find equivalent fractions. They use Kidspiration Fraction Boxes to model basic operations with like and unlike denominators. Kidspiration Fraction Boxes also introduce students to improper fractions, mixed numbers and representing word problems.

Fraction boxes are a dynamic fraction building tool using denominators up to 36. To build fractions, students set the number of parts and use colors and patterns to represent “parts of a whole” clearly. Students align boxes to model numbers greater than one and to compare fractions, change denominators with a simple click to find equivalent fractions and identify common denominators, and move tiles within the fraction box or to another box with a compatible denominator to show equivalency. With the Subtraction tool, learners represent subtraction operations visually and logically.


## The Right Functions Make the New Math Tools Easy to Use

- **Math Text Box**

With the easy-to-use Math Text Box, students document and express their new math learning in words and numbers. Kidspiration includes basic math symbols for fundamental operations, including the familiar  $+$ ,  $-$ ,  $\times$ ,  $\div$  and  $=$  symbols. Students click the More Tools button to reveal additional math operators, such as  $<$ ,  $>$ ,  $\neq$  and more. The Math Text Box includes structured frames for writing fractions, division problems and vertical math notations. It's a better way to combine math, reading and writing in one visual math environment.



- **Cross-Out Stamp**

The Cross-Out Stamp  gives students a visual indicator to use when they mark, take away or remove items.

- **Step Workspace**

Showing your work is easy in the Step Workspace. Students use these sequential work areas to document their steps in problem solving. Teachers use the Step Workspace to model activities or show progression through an example problem.

- **11 basic colors and 50+ additional colors** inspire students to use color to explore math concepts and demonstrate their grasp of math fundamentals.
- **Multiple-level Undo and Redo** functions let students explore “what if” scenarios and return to previous work as needed.
- **Small/Medium/Large sizing options** make it easy to view work.
- **Multiple pages in a document** streamline workspace management.

## Better Classroom Support with Additional Curriculum Content, Teacher Tools and Training

Kidspiration now includes more curriculum content, new teacher tools, training support and lesson plans in Language Arts, Math, Science and Social Studies, developed specifically for students grades K-5, along with 150+ activity templates.

- Quick start activity templates give teachers classroom-ready resources and provide a launching pad to customize and create lessons for individual learners, small groups and the whole class.
- Learn-to-Use Tutorials provide a fast effective way to introduce teachers to visual learning with Kidspiration so they're successful from the start.
- Teacher Resources Online provides additional lesson plans and activities.

## Additional New Functionality in Kidspiration 3

- **Multi-level Undo and new Redo** The Undo button is now capable of undoing up to 8 consecutive steps and a new Redo button will redo up to 8 steps.



- **Support for higher resolution monitors, Windows® Vista® and Macintosh® Leopard** Kidspiration now supports higher resolution monitors with a larger visual workspace (optimized for 1024 x 768 resolution). Kidspiration is also compatible with Windows Vista and Macintosh Leopard.

## Installing Kidspiration

Kidspiration requires certain hardware and software components to run. Before installing, make sure your computer meets the following minimum requirements:

### System requirements

#### Macintosh®

- Macintosh G3 300 MHz or faster
- OS X, version 10.2.8 or newer, Leopard compatible
- 192 MB minimum available RAM
- 75 MB minimum available hard drive; 250 MB for full install
- 800 x 600 (minimum), 1024 x 768 (recommended); Thousands of colors or higher
- CD-ROM drive (for installation only)
- Optional:
  - Macintosh compatible printer
  - Internet browser
  - Microphone
  - Interactive electronic whiteboard

#### Windows®

- Pentium II 266 MHz or faster
- Windows 98, ME, 2000, XP (including XP Tablet PC Edition) or Vista
- 128 MB minimum available RAM
- 75 MB minimum available hard drive; 250 MB for full install
- 800 x 600 (minimum), 1024 x 768 (recommended); 16-bit color or higher
- CD-ROM drive (for installation only)
- Optional:
  - Windows compatible printer
  - Internet browser
  - Soundcard and speakers
  - Microphone
  - Interactive electronic whiteboard

## About upgrading from an earlier version of Kidspiration

When you install Kidspiration 3, it does not overwrite any earlier version of Kidspiration installed on your computer. This enables you to keep custom activities and custom symbol libraries created in the earlier version of Kidspiration.

After you install Kidspiration 3, you can copy custom activities and symbol libraries from the earlier version of Kidspiration to the Kidspiration 3 folder. Be aware that if you choose to replace existing Kidspiration 3 files they will no longer be available in the program.

Copy symbol libraries from the earlier version of Kidspiration to a folder inside the Kidspiration Libraries folder. You can copy the libraries to an existing folder or to a folder you create.

Copy activities from the earlier version of Kidspiration to the Kidspiration Activities folder inside the Kidspiration 3 folder. After you copy the activities and libraries you want to keep, you can remove the earlier version of Kidspiration.

Any files you created using Kidspiration 1 and later can be opened by Kidspiration 3, but you may lose some elements (such as symbols) and formatting, so be sure to check your documents carefully.

## Macintosh installation

1. Close all programs, including screen saver and anti-virus programs.
2. Insert the Kidspiration CD-ROM into your CD-ROM drive.

—or—

For electronic downloads, after downloading **Kidspiration3\_mac.zip**, double-click the file to decompress the download. Locate the **Kidspiration 3.dmg** file and double-click it to mount the disk image. A folder should automatically open. Additionally, a

**Kidspiration 3** CD icon will appear on your desktop and in the Finder.

3. Drag the **Kidspiration 3** folder to your **Applications** folder.
4. When you run Kidspiration, the **Personalize Kidspiration** dialog appears.

Enter your name and/or organization, and your serial number or activation code. Click **OK**.

***Note:*** If you purchased a single license, your serial number can be found on your CD-ROM sleeve. If you purchased a volume license, your serial number can be found on your volume license agreement. If you downloaded Kidspiration electronically, you will receive an activation code at the end of the purchase process, as well as in an email. The serial number or activation code identifies your copy of Kidspiration and is required to personalize your Kidspiration application.

## Windows installation

1. Close all programs including screen saver and anti-virus programs.
2. Insert the Kidspiration CD-ROM into your CD-ROM drive, and click the **Install** button to install Kidspiration.

—or—

For electronic downloads, after downloading **Kidspiration3\_win.exe**, double-click the file to decompress the download. A folder named **Kidspiration 3** will automatically open. Locate and run the file named **Kidspiration 3 Installer.exe**.

3. Select **Full Install** or **Minimum Install**:
  - Select **Full Install** to install the full Kidspiration program, including symbols, activities, examples and the Help system.

—or—

- Select **Minimum Install** to install the Kidspiration program and activities without the Word Guide sound recordings and images as well as Learn-to-Use Tutorials, Lesson Plans and the Quick Reference Card. Select this option if you do not want to install all Kidspiration options.
4. Follow the instructions on your screen to complete the installation process.

A message appears when installation is complete.

5. Kidspiration starts automatically and the **Personalize Kidspiration** dialog appears.

Enter your name and/or organization, and your serial number or activation code. Click **OK**.

***Note:*** If you purchased a single license, your serial number can be found on your CD-ROM sleeve. If you purchased a volume license, your serial number can be found on your volume license agreement. If you downloaded Kidspiration electronically, you will receive an activation code at the end of the purchase process, as well as in an email. The serial number or activation code identifies your copy of Kidspiration and is required to personalize your Kidspiration application.

## Network installation

Refer to the network installation instructions provided with your volume license. Volume licenses are available from Inspiration Software®, Inc. For more information, call 503-297-3004.



## Registering Kidspiration

If you purchased a single copy of Kidspiration, you will need to register online.

To register online, do so after installing when the application is first run, or click **Register Online** on the **Teacher** menu after you personalize Kidspiration. Your browser starts and opens Kidspiration's online registration form. Follow the on-screen instructions. (*Note:* You must have an Internet connection and web browser installed to register online.)

When you register, you're entitled to special benefits from Inspiration Software, Inc. As a registered customer, you receive:

- Free telephone, fax and email technical support
- Substantial discounts on Kidspiration upgrades
- Tips on using Kidspiration
- Information about new products and product updates
- *Flashes*, the Inspiration Software®, Inc. e-newsletter

## About Kidspiration customer service

Inspiration Software®, Inc. is committed to assisting our customers. If you have comments, questions or need assistance while working with Kidspiration, please contact us by email, telephone or fax. You can also connect to Kidspiration Technical Support while you are using Kidspiration. On the **Teacher** menu, point to **Teacher Resources Online**, and then click **Technical Support**.

Inspiration Software, Inc. provides free customer service and technical support for registered users. Be sure to register so you can take advantage of our support services.

When you contact us, please provide your serial number. Our support services are open Monday through Friday from 8 a.m. to 5 p.m. Pacific Time.

<b>Telephone</b>	503-297-3004 Monday–Friday
<b>Fax</b>	503-297-4676
<b>Email</b>	techsupport@inspiration.com

## Viewing and printing Kidspiration documentation

This *Getting Started Guide*, seven Learn-to-Use Tutorials and a Quick Reference Card are available in the form of PDF files. To view or print these materials, you need Adobe® Reader® installed on your computer. If your computer does not have Adobe Reader, you can download a free copy from Adobe at [www.adobe.com](http://www.adobe.com).

### To view or print Kidspiration documentation:

1. Select **Kidspiration Documentation** from the **Help** menu.
2. Here you will find the following PDFs:

<b>Getting Started.pdf</b>	Includes installation instructions and Learning Kidspiration Tutorials.
<b>Learn-to-Use Tutorials</b>	Designed to help you learn to work in Picture View, Writing View and each of Math View's Math Tools.
<b>Quick Reference Card.pdf</b>	Provides visual tips on the basic functions of Picture View, Writing View and Math View.

3. Double-click a PDF to view or print it.

## Removing Kidspiration

### Macintosh

- Drag the **Kidspiration 3** folder to the **Trash**, and then empty the **Trash**.

### Windows

1. Click the **Start** button, point to **Settings**, and then click **Control Panel**.
2. Double-click **Add/Remove Programs**.
3. Click **Kidspiration 3** in the list, and then click **Add/Remove**.



## Chapter 2: Kidspiration® Basics

### Starting and closing Kidspiration

#### To start Kidspiration:

- Open the **Kidspiration 3** folder and double-click the **Kidspiration 3** icon (Macintosh).



—or—

- Click the **Start** button, point to **Programs**, and then click **Kidspiration 3** (Windows).

#### To close Kidspiration:

- On the **File** menu, click **Quit** (Macintosh) or **Exit** (Windows).

### Starting a new Kidspiration project

1. Start Kidspiration.

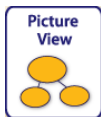
—or—

To return to the Kidspiration Starter from an open project, click the **Go to Starter** button.

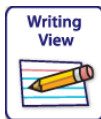


2. Do one of the following:

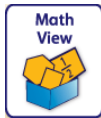
- To start with a new diagram, click the **Picture View** button.



- To start with a new writing project, click the **Writing View** button.



- To start with a new math project, click the **Math View** button.



## Opening an activity

1. Start Kidspiration.

—or—

On the **File** menu, click **New** to return to the **Kidspiration Starter**.

2. Under **Activities**, click a category, for example “Science.”



3. Click the activity you want to open, and then click OK.

**Note:** You cannot open a Kidspiration 3 activity using an earlier version of Kidspiration. To use a Kidspiration 3 activity with an earlier version of Kidspiration, first open the activity in Kidspiration 3, and save it in Kidspiration 2 format.

## Opening an existing project

1. On the **File** menu, click **Open**.

—Or—

From the **Kidspiration Starter**, click the **Open a File** button.



2. Open the folder where the file is located.
3. In the list box, click the file you want to open, and then click **OK**.

## Adding your name to a project

You can add a student name to a project. The name is displayed in the following locations:

- In the title bar of the document.
- As the suggested file name when the project is saved the first time. (You can change the suggested name if you want.)
- At the top of every page when you print.

### To add your name to a project:

1. Click the **Student Name** button.
2. Type your name in the box where indicated.



3. To choose where you want your name to appear on the page, select **Left**, **Center** or **Right**.

A preview of how your name will appear on the page is displayed in the box on the right side of the dialog box.

4. Click **OK**.

## Saving a project

### To save a project:

1. On the **File** menu, click **Save** to save the latest changes to your work.

The first time you save, select the folder where you want to save the project and type a name for the project.

If you have entered a student name for the project using the Student Name tool, the student name is the suggested file name. You can change the suggested name if you want.

2. In the **Save** dialog box, click **Save**.

**Note:** Kidspiration 3 has an autosave feature, so your work will be saved to a temporary folder every 3 minutes. If the application or your computer quits unexpectedly, you will be able to recover the file when you restart Kidspiration.

### Saving a project under a different name

1. On the **File** menu, click **Save As**.
2. Select the folder where you want to save the project.
3. Type a new name for the project, and then click **Save**.



## About Picture View

In Picture View, Kidspiration gives you many different tools to map, organize and display ideas visually.

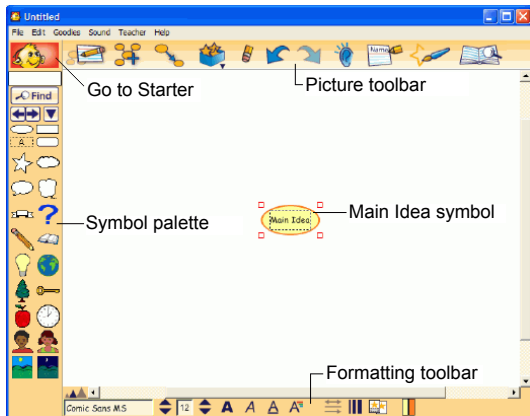
The buttons on the **Picture** toolbar provide easy access to the key features of the program. Point at a button on the toolbar to see and hear a brief description of the button's purpose. Click a button to carry out the function.

The **Symbol palette** includes over 3,000 symbols you can use to show your ideas visually. You can browse the more than 80 libraries or perform a keyword search to find just the right symbol. Point at a symbol to see a magnified preview. To place a symbol on your diagram, drag the symbol from the Symbol palette.

The *Main Idea* symbol provides a starting point for your diagram. Type text in the *Main Idea* symbol or change it to a symbol that represents your idea.

Use the tools on the **Formatting** toolbar to change the look of the text, symbols and links on your diagram.

To return to the Kidspiration Starter at any time, click the **Go to Starter** button. You will be prompted to save the open project.



## Picture toolbar buttons

**Click this button ...**

**...to do this**



Go to Writing View.

Go to Writing View



Add a linked or unconnected symbol to your diagram.

Add Symbol



Link symbols on your diagram.

Link Symbols



Add, create or change a SuperGrouper® shape.

SuperGrouper



Clear the current selection (symbol, link, SuperGrouper shape or text) from your diagram.

Clear



Undo up to the last eight changes you made.

Undo



Redo up to the last eight changes you used the Undo button to undo.

Redo



Turn on the Listen tool. Click a symbol, link or a SuperGrouper shape to hear the computer read the text in the selection.

Listen



Add student name to appear in the title bar of the document and at the top of every printed page.

Student Name



Draw your own symbol using the Symbol Maker tool.

Symbol Maker





Look up words and learn their parts of speech, definitions, synonyms and more.

Word Guide

## The Symbol palette

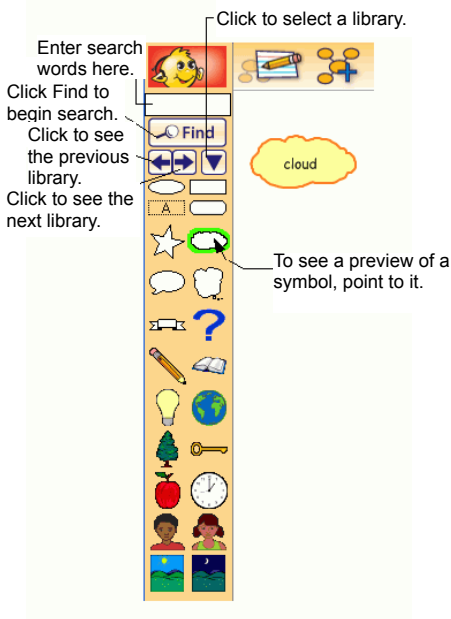
Kidspiration offers more than 3,000 colorful symbols, including several hundred photographic images and animated symbols. The symbols are organized into categories and libraries.

### To choose a symbol on the Symbol palette:

1. Click the **Pick Library** button , and then click the symbol library you want in the list. Point to a library in the list to see a preview of the library on the Symbol palette.
2. Click the **Previous Library** or **Next Library** buttons  to move between the symbol libraries.

### To search the symbol libraries:

Type a word or words describing the symbol you are looking for in the box at the top of the palette, then click the **Find** button.



## Formatting toolbar in Picture View

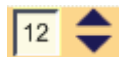
When you change the look of a symbol or link, the change applies not only to that symbol, but also to new symbols and links that you add from that point on. For example, if you select a basic symbol shape, such as an oval or rectangle, and you change its colors to green and black, any basic symbols you add to your diagram will also be green and black.

Click this button ...

...to do this



Change the font of the selected text, symbol, SuperGrouper shape or link.



Change the text size of the selected text, symbol, SuperGrouper shape or link.



Apply bold formatting to words in the selected text, symbol, SuperGrouper shape or link.



Apply italic formatting to the words in the selected text, symbol, SuperGrouper shape or link.



Underline the words in the selected text, symbol, SuperGrouper shape or link.



Change the color of the words in the selected symbol, SuperGrouper shape or link.



Change the arrowhead style for the selected link.



Change the line width of the selected symbol, SuperGrouper shape or link.



Hide/show symbol captions.



Change the colors of the selected symbol.  
**Note:** The colors that appear on the Formatting toolbar are the colors in the selected symbol.

## About Writing View

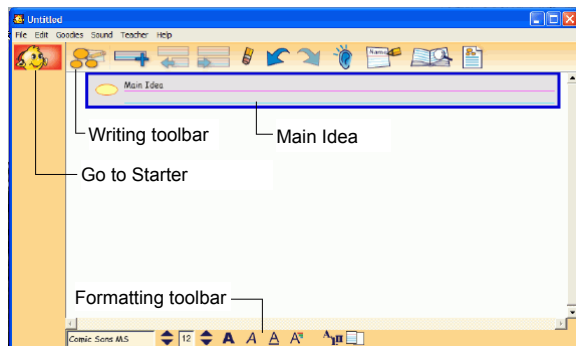
If you started your project in Picture View, your work is transferred when you switch views. In Writing View, Kidspiration gives you many different tools for organizing and expanding your ideas in writing.

The buttons on the **Writing** toolbar provide easy access to the key Kidspiration features. Point at a button on the toolbar to see and hear a brief description of the button's purpose. Click a button to carry out the function.

If you are beginning a new project in Writing View, the **Main Idea** provides a starting point for your writing. Type an idea into the **Main Idea** and go from there.

Use the tools on the **Formatting** toolbar to change the look of the text and the page.

To return to the Kidspiration Starter at any time, click the **Go to Starter** button.



## Writing toolbar buttons

### Click this button... ...to do this



Go to Picture View

Go to Picture View.



Add Idea

Add a new idea to your project.



Move Left

Move the selected idea up one level in the hierarchy.



Move Right

Move the selected idea down one level in the hierarchy.



Clear

Clear the selected text or idea from your project.



Undo

Undo up to the last eight changes you made.



Redo

Redo up to the last eight changes you used the Undo button to undo.



Listen

Turn on the Listen tool. Click an idea to hear the computer read it.



Student Name

Add student name to appear in the title bar of the document and at the top of every printed page.



Publish

Transfer your writing project to a word processor.

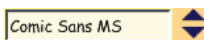
## Formatting toolbar in Writing View

When you change the look of an idea, the change applies to new ideas you add to your writing project. For example, if you select an idea and change its text color to green, any ideas you add to your writing project will also have green text.

New ideas are not affected by changes to selected text within an idea.

### Click this button

### ...to do this



Change the font of the selected text or idea.



Change the text size of the selected text or idea.



Apply bold formatting to the words in the selected text, symbol, SuperGrouper shape or link.



Apply italic formatting to the words in the selected text, symbol, SuperGrouper shape or link.



Underline the words in the selected text, symbol, SuperGrouper shape or link.



Change the color of the words in the selected symbol, SuperGrouper shape or link.



Change the prefix style.



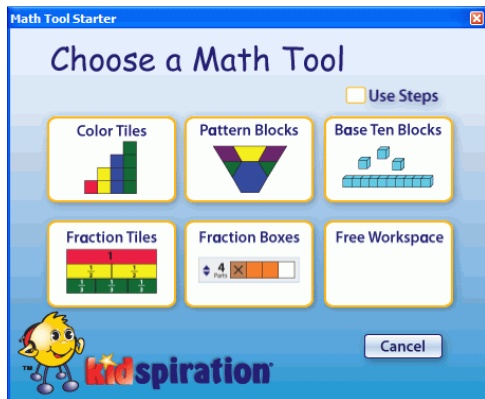
Show or hide the lined paper.

## About Math View

Designed to build conceptual understanding in math, Math View functions independently from Picture View and Writing View, and is composed of five distinct Math Tools: Kidspiration Color Tiles™, Kidspiration Pattern Blocks™, Kidspiration Base Ten Blocks™, Kidspiration Fraction Tiles™ and Kidspiration Fraction Boxes™.

To choose a Math Tool, click the **Math View** button on the **Kidspiration Starter**, and make your choice on the **Math Tool Starter**. You'll notice a sixth option called the Free Workspace, where you can create activities in which students will need to choose the Math Tool most appropriate for their work.

Math View allows for the creation of multiple pages of work within a single document, giving students an opportunity to show their thinking using one or more tools, and to describe and document multiple ways of solving a problem. An alternative is to select **Use Steps** on the **Math Tool Starter** before you choose a tool. When this option is selected, a document will be broken up by multiple steps, allowing progression of work to be represented using a single tool.





After choosing a Math Tool, the toolbars and Math palette provide easy access to the Kidspiration Math View features.

Point at a button on the **Math** toolbar at the top of the workspace to see and hear a brief description of the button's purpose. Click a button to carry out the function.

Use the **Math palette** to the left of the workspace to access the manipulatives for each Math Tool, as well as to add text and organize your project. The options available in the Math palette are particular to each Math Tool.

Use the tools on the **Bottom** toolbar to change the look of manipulatives and text in your project. The options available in the Bottom toolbar are particular to each Math Tool. At any time, you can return to the Kidspiration Starter from a math project by clicking the **Go to Starter** button.



You will be prompted to save the open project.

## Math toolbar buttons

Each Math Tool contains the following buttons on the Math toolbar:

**Click this button... to do this**



Math Tools

Go to the Math Tools dialog and choose a different Math Tool if no math manipulatives are on the workspace.



Clear

Clear the currently selected object or objects from your workspace.



Undo

Undo up to the last eight changes you made.



Redo

Redo up to the last eight changes you made using the Undo button.



Student Name

Add student name to appear in the title bar of the document and at the top of every printed page.



Go To Page

Click Go To Page to go to the Choose Page dialog where you can add, preview, navigate to and delete pages. *(Not available when using steps.)*



Go to Previous Page

Go to the previous page in your multiple page document. *(Not available when using steps.)*



Go to Next Page

Go to the next page in your multiple page document. *(Not available when using steps.)*



Add Step to End

Add a new step to the end of your document. *(Only available in the Step Workspace. Select Use Steps on the Math Tool Starter.)*



Delete Step from End

Delete a step from the end of your document. *(Only available in the Step Workspace. Select Use Steps on the Math Tool Starter.)*



Go to Previous Step

Go to the previous step in your document. *(Only available in the Step Workspace. Select Use Steps on the Math Tool Starter.)*



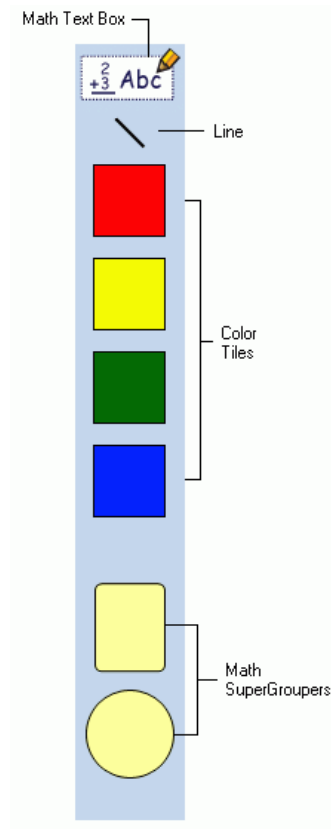
Go to Next Step

Go to the next step in your document. *(Only available in the Step Workspace. Select Use Steps on the Math Tool Starter.)*

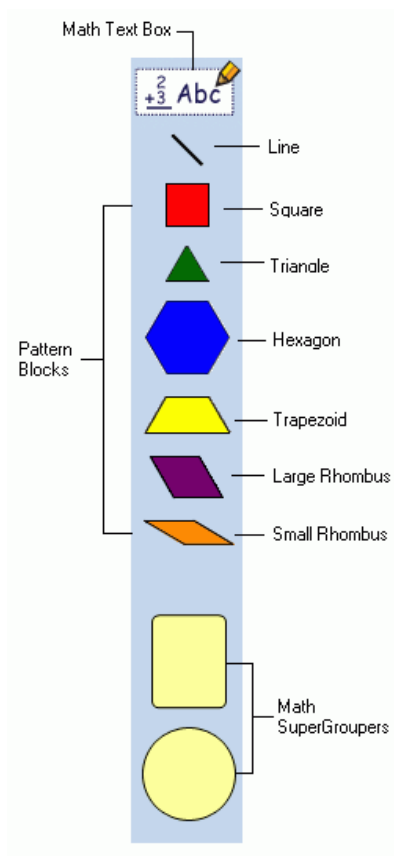
## Math palette in Math View

The Math palette appears to the left of the workspace in each Math Tool. Each Math Tool's palette contains a Math Text Box and a line. The other elements available in the Math palette are particular to each Math Tool.

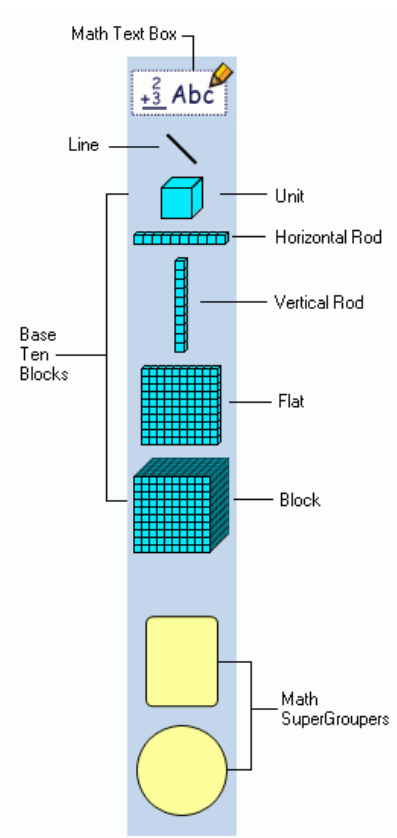
The **Kidspiration Color Tiles Math palette** contains a Math Text Box, a line, four starter color tiles, and both a rectangular and a circular Math SuperGrouper™.



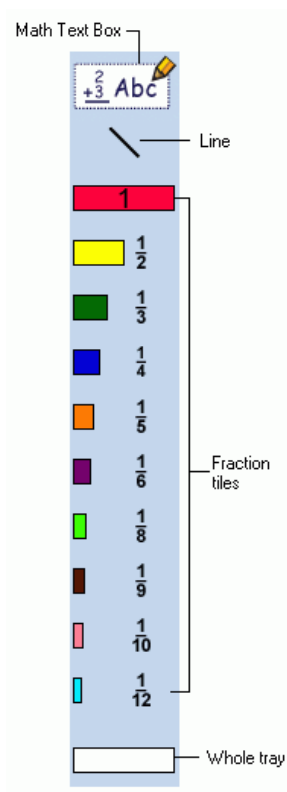
The **Kidspiration Pattern Blocks Math palette** contains a Math Text Box, a line, six geometric shapes, and both a rectangular and a circular Math SuperGrouper.



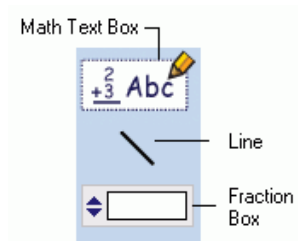
The **Kidspiration Base Ten Blocks Math palette** contains a Math Text Box, a line, units representing one, ten, one hundred and one thousand, and both a rectangular and a circular Math SuperGrouper.



The **Kidspiration Fraction Tiles Math palette** contains a Math Text Box, a line, fraction tiles and a whole tray.



The **Kidspiration Fraction Boxes Math palette** contains a Math Text Box, a line and a fraction box.



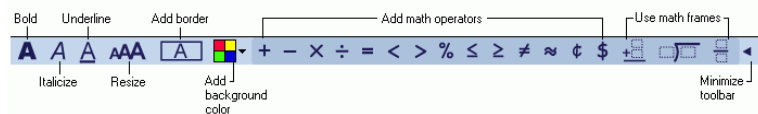
Choose the elements you want to work with by clicking them or by dragging them onto the workspace.



To create multiple identical items on the workspace, click that item on the **Math palette** multiple successive times.

## Bottom toolbars in Math View

There are two Bottom toolbars in each Math Tool. One is for working with Math Text Boxes and the other is for working with the math manipulatives in each tool, and is therefore different for each tool.

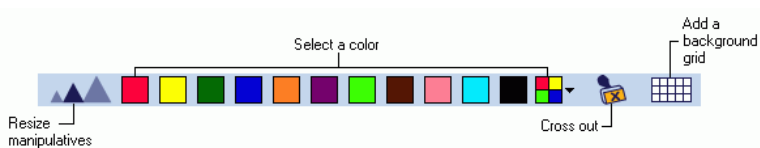
When working with Math Text Boxes in the Math View workspace, the full Bottom toolbar looks like this:



**Note:** When working with Math Text Boxes, you will need to click the arrow  to the right of the **Open Math Frame** button  in order to see all of the **Bottom** toolbar.

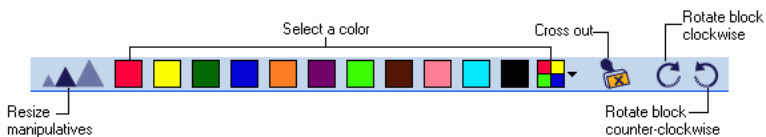
### Kidspiration Color Tiles Bottom toolbar

When working with color tiles, lines or Math SuperGroupers in the Kidspiration Color Tiles workspace, the Bottom toolbar looks like this:



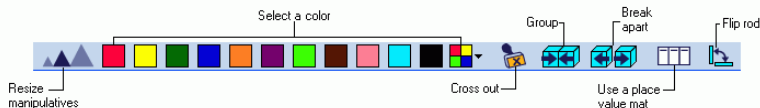
### Kidspiration Pattern Blocks Bottom toolbar

When working with shapes, lines or Math SuperGroupers in the Kidspiration Pattern Blocks workspace, the Bottom toolbar looks like this:



### Kidspiration Base Ten Blocks Bottom toolbar

When working with units, rods, flats, blocks, lines or Math SuperGroupers in the Kidspiration Base Ten Blocks workspace, the Bottom toolbar looks like this:





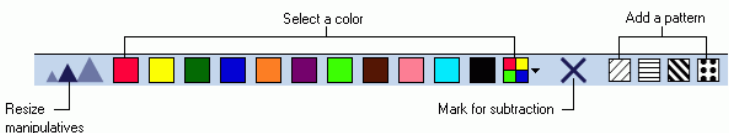
## Kidspiration Fraction Tiles Bottom toolbar

When working with tiles, lines or a whole tray in the Kidspiration Fraction Tiles workspace, the Bottom toolbar looks like this:



## Kidspiration Fraction Boxes Bottom toolbar

When working with fraction boxes, tiles or lines in the Kidspiration Fraction Boxes workspace, the Bottom toolbar looks like this:





## Chapter 3: Learning Kidspiration®, Picture and Writing View Tutorials

This section of the *Getting Started Guide* is composed of four tutorials that introduce basic Kidspiration diagram and writing tools. It takes about 30 minutes to complete these four tutorials.

Kidspiration is used the same way as most Mac OS® and Windows® programs. For example, as you work, you use the mouse to drag objects and to select text. You also click and double-click, and enter information using the keyboard. If you are not familiar with doing these things, take a moment now and refer to the user's guide that came with your computer.

### Conventions we used

When we refer to program functions in instructions, they appear in **bold**. For example, “Click the **Picture View** button on the **Kidspiration Starter**.” When you are asked to enter specific text, the text you type appears in bold as well. For example, **All About Me**. When referring to a symbol or name you already entered, it appears in italics, like *All About Me*.

### How we organized the tutorials

In these four Kidspiration tutorials, you follow a series of step-by-step instructions to create a diagram, which is a simple visual representation of an idea. You also work with your ideas in writing.

The tutorials are designed to be completed in order, but you do not have to do them all at one time. Each tutorial introduces you to several of the unique functions in Kidspiration. When you finish the tutorials, you will be ready to create diagrams, writing projects and activities on your own.

## **Tutorial One: Creating a diagram in Picture View**

In this tutorial you will create a diagram called “All About Me” using symbols, words and links. You will learn to do the following:

- Start a new diagram in Kidspiration
- Add your name and save your work
- Work with symbols
- Fix a mistake
- Change the look of text using font, text size and color
- Close a project and return to the Kidspiration Starter

## Starting Kidspiration

### To start Kidspiration on a Macintosh:

- Open the **Kidspiration 3** folder and double-click the **Kidspiration 3** icon.



The Kidspiration Starter opens.

### To start Kidspiration in Windows:

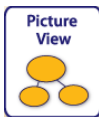
- Click the **Start** button, point to **Programs** and click **Kidspiration 3**.

The Kidspiration Starter opens.

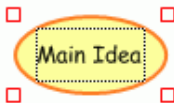
The Kidspiration Starter is the place where you start new projects, open existing projects, and use the many different Kidspiration activities. You will begin by starting a new diagram.

## Starting a new diagram

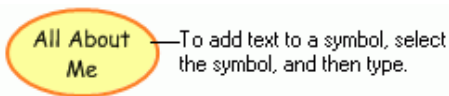
1. To start a new diagram, click the **Picture View** button.



A new document opens with a *Main Idea* symbol. The *Main Idea* symbol provides a starting point for your work.



2. In the *Main Idea* symbol, type **All About Me**.



## Adding your name to a project

1. On the **Picture** toolbar, click the **Student Name** button.



2. Type your name in the box where indicated.

For the examples in this tutorial we will use the name “Glenna.”

3. To choose where you want the name to appear on the page, select **Left**, **Center** or **Right**.

A preview of how the name will appear on the page is displayed in the box on the right side of the dialog box.

4. Click **OK**.

The student name appears in the title bar of the document.



## Saving your work

1. On the **File** menu, click **Save**.

2. In the folder list, click the folder where you want to save the project.
3. Type a name for the project, and then click **Save**.


Kidspiration suggests the name “Glenna” based on the student name, but you can use a different name.

## Adding symbols to your diagram

There are many different ways to add symbols in Picture View. An easy way to add a linked symbol is the Add Symbol tool.

1. Click the *All About Me* symbol to select it.



2. To add two symbols that are connected to the *All About Me* symbol, click the **Add Symbol** button  two times.
3. Select the left symbol, and then type the word **Home**.

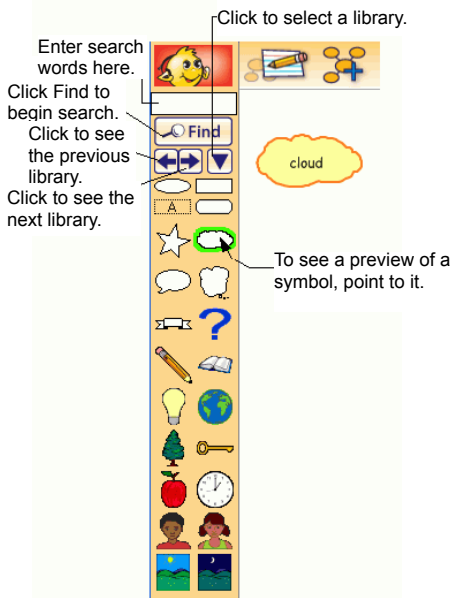
Select the right symbol, and then type the word **School**.



Now the diagram looks like this:



## Using the Symbol palette

Now you will use the Symbol palette to add more symbols to the diagram. The Symbol palette has over 3,000 symbols that you can use to show your ideas. Here is the Symbol palette:

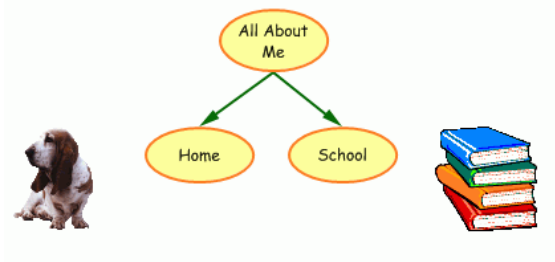


1. On the **Symbol palette**, click the **Next Library** button  one time. Drag your favorite pet symbol onto the diagram.
2. Click the **Pick Library** button .
3. Scroll down the list to **School**, and then click **Classroom**.



4. Drag the books symbol onto the diagram.

Adjust the position of the symbols so the diagram looks like this:



### Performing a symbol search

If you are looking for a specific symbol, you can perform a symbol search.


1. Type **heart** into the search box at the top of the **Symbol palette** and click the **Find** button.
2. Drag the *heart* symbol onto the diagram, then type **2 sisters**.

Adjust the *heart* symbol position so the diagram looks like this:



## Showing symbol captions

To add flexibility to lessons, you can show or hide the symbol captions.

- To show or hide the symbol captions, click the **Show/Hide Captions** button  on the **Formatting** toolbar.

The captions appear below all the symbols in the diagram.

## Drawing a symbol using the Symbol Maker tool

The Kidspiration Symbol Maker enables you to create your own symbols using draw and paint tools. You can draw lines and shapes, then fill the shapes with different colors. The Stamp tool is an easy way to add images, numbers and letters to your drawing.

### Opening the Symbol Maker

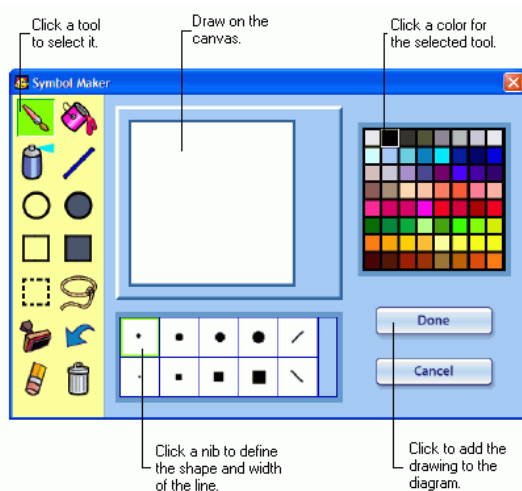
1. Select the *All About Me* symbol.
2. On the **Picture** toolbar, click the **Symbol Maker** button.



The Kidspiration Symbol Maker opens.

- Use the tools on the **Tool palette** to draw lines and shapes and edit the drawing.
- Use the **Nib palette** to define the shape and width of the line for the selected tool.
- Use the **Color palette** to choose a color for the selected tool.

- Draw on the **canvas** in the center of the dialog box.



### Tips before you begin drawing

There are some special tools on the Tool palette you may find useful as you begin drawing.

- If you make a mistake and you want to undo what you just did, click the **Undo** tool.



- If you want to clear the canvas and start over, click the **Clear All** tool.



- If you want to erase part of the drawing, click the **Eraser** tool, and then drag the pointer over the area you want to erase. You can click a nib on the **Nib palette** to define the shape and width of the eraser.



## Drawing the face, including eyes, nose and mouth

1. On the **Tool palette**, click the **Paintbrush** button.



2. On the canvas, drag the **Paintbrush** to draw a face that looks something like this:



## Filling the face and shirt with color

1. On the **Tool palette**, click the **Paint Bucket** button.



2. On the **Color palette**, click a color for the face.
3. On the canvas, click inside the face.

4. On the **Color palette**, click a color for the shirt.
5. On the canvas, click inside the shirt.

Now the drawing looks something like this:

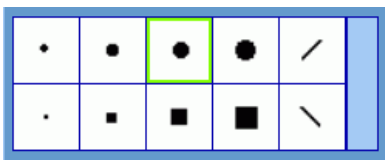


### Adding hair to the top of the head

1. On the **Tool palette**, click the **Spray Can** button.



2. To increase the width of the Spray Can pattern, click a larger nib on the **Nib palette**.



3. On the **Color palette**, click a color for the hair.

4. On the canvas, drag the **Spray Can** to draw hair that looks something like this:



### Adding glasses to the face using the Stamp tool

1. On the **Tool palette**, click the **Stamp** tool.



2. On the **Stamp palette**, use the **Up** or **Down** arrow to locate the glasses. Click the glasses stamp.

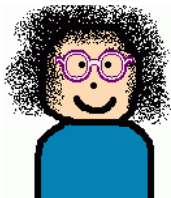


3. On the **Color palette**, click a color for the glasses.
4. To change the size of the glasses, click one of the **Size** buttons.



5. Roll the pointer over the face to see a preview of the glasses.
6. Position the glasses where you want them on the face, and then click to add the glasses to the drawing.

Now the drawing looks something like this:



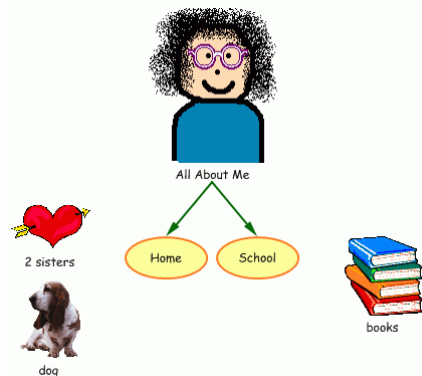
### Adding the drawing to your diagram

- To add the drawing to the diagram, click the **Done** button.

The *All About Me* symbol is replaced with the symbol you created.

### Moving symbols

In Kidspiration you can always move symbols by dragging them. When you do, any links automatically adjust. Drag the *All About Me* symbol up so your diagram looks like the one below:

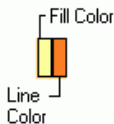


## Changing the look of symbols using color

Color is great for customizing the look of symbols. You can change the colors of two-color symbols and multicolor symbols.

1. Select the *Home* symbol.

The Symbol Colors tool appears on the Formatting toolbar.



2. On the **Symbol Colors** tool, click the **Fill Color** button, and then click a new color on the palette.



3. Now change the line color of the symbol. On the **Symbol Colors** tool, click the **Line Color** button, and then click a new color on the palette.
4. Next change the colors of the *All About Me* symbol. Select the *All About Me* symbol.

The Symbol Colors tool appears on the Formatting toolbar.





5. On the **Symbol Colors** tool, click the shirt color and then click a new color on the palette.
6. On the **Symbol Colors** tool, click the glasses color and then click a new color on the palette.

## Connecting symbols using links

Now it is time to add links. The Link tool is used to demonstrate comprehension and show relationships.

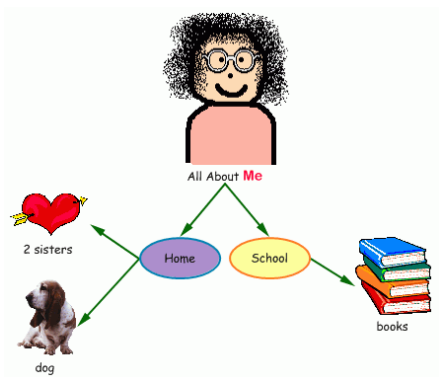
1. Select the *Home* symbol. This is the symbol where the link will start.
2. On the **Picture** toolbar, click the **Link** button.



The cursor now looks like this .

3. Click the *2 sisters* symbol to complete the link.
4. Follow these steps to link the remaining symbols.

Your diagram should look like this:



## Removing part of the diagram

Here is a quick way to remove part of your diagram.

1. Select the *books* symbol.
2. On the **Picture** toolbar, click the **Clear** button.



## Fixing a mistake

The Undo tool is a quick way to fix something you did not mean to do.

- To undo what you just did, click the **Undo** button.

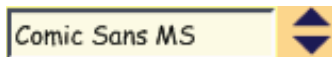



The books symbol reappears on the diagram.

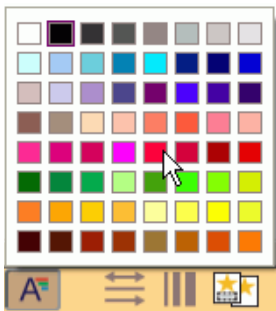
## Changing the look of text

You can customize text using font, text size and color.

1. Select the *All About Me* symbol.
2. Click inside the symbol's text area, and then select the word *Me*.
3. On the **Formatting** toolbar, click in the **Font** box, and then click a new font in the list.



4. On the **Formatting** toolbar, click the **Text Color** button , and then click a new color on the palette:



5. Press the **Escape** key to end text editing and select the symbol. Now the text looks like this:

All About Me

## Closing your project and returning to the Kidspiration Starter

Congratulations! You have completed *Tutorial One: Creating a diagram in Picture View*. Close this lesson and continue to Tutorial Two: Expanding ideas in Writing View.

To close your project and return to the Kidspiration Starter, click the **Go to Starter** button.



When you return to the Kidspiration Starter, you are prompted to save the open project. Click **Yes** to save the project.

## **Tutorial Two: Working with ideas in Writing View**

In this tutorial you will open the diagram you created in the previous tutorial and work with it in Writing View. You will learn to do the following:

- Open a project in Writing View
- Work with ideas
- Look up a word in the Word Guide
- Change the look of text
- Hide the lined paper and change the prefix style
- Save your project, print it and publish it in a word processor

## Opening a project

1. On the **File** menu, choose **Open**.

—or—

From the **Kidspiration Starter**, click the **Open a File** button.

2. Open the folder where you saved the file from the previous lesson.



3. In the list box, click the file you saved from the previous lesson, and then click **Open**.

## Switching to Writing View

While you have been working in Picture View, Kidspiration has been building a written project using the ideas in your diagram.

- To view your ideas in Writing View, click the **Go to Writing View** button.



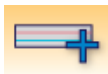
In Writing View, the ideas in your diagram are organized from top to bottom, with your main idea—All About Me—at the top. Each idea appears on its own piece of lined paper. Symbols at the beginning of each idea help emerging readers develop word-meaning skills.



## Adding an idea

You can add a new idea in Writing View as easily as you added a new symbol in Picture View.

1. On the **Writing** toolbar, click the **Add Idea** button
2. Type the word **Dad** in the new idea.




This is what your project looks like now:



## Changing the level of an idea

There are many ways to organize ideas in Writing View. The Move Left and Move Right buttons on the Writing toolbar change the level of an idea in the hierarchy.


- On the **Picture** toolbar, click the **Move Right** button  two times.

Now the outline looks like this:

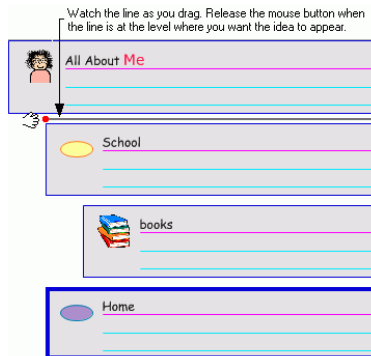


## Changing the order of ideas

You can also change the order of ideas by dragging and dropping.

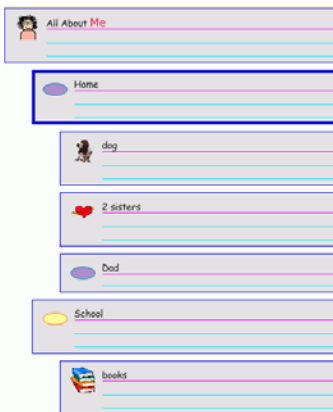
1. Select the *Home* idea.
2. Point to the left or top edge of the idea. When the  appears, drag the idea above the *School* idea.

While you drag, the idea remains in the original position until you release the mouse button. You can see where the idea's new location will be by watching the black line as you drag. When the line is at the level you want the idea to appear, release the mouse button.





Now the project looks like this:



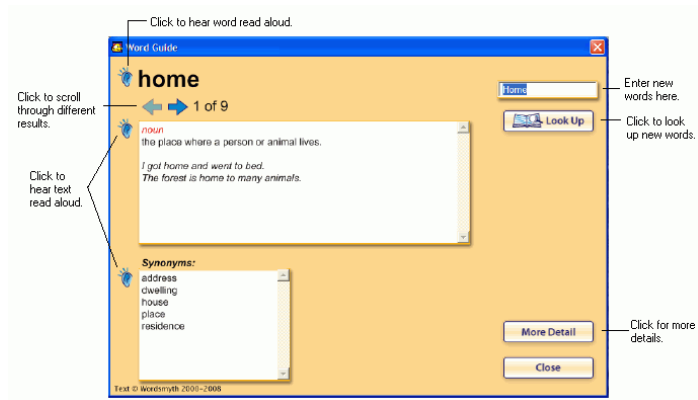
## Looking up a word in the Word Guide




You can look up words in the Word Guide in both Picture View and Writing View. The Word Guide contains definitions, parts of speech, synonyms and more.

1. Click somewhere in the *Home* idea and select the word **Home**.
2. Click the **Word Guide** button on the **Picture** toolbar.



The Word Guide dialog box will open.

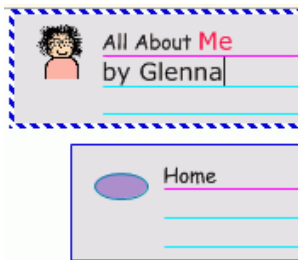


3. Click the **Listen** buttons  to hear the word and other text read aloud.
4. Click the **Next Definition** button  once to see the next results for the word Home. Notice the new definition and additional synonyms.
5. Click the **More Detail** button . Notice the addition of antonyms, word inflections and syllabication, as well as a pronunciation key.
6. Click **Cabin** in the list of synonyms and antonyms and the Word Guide will automatically look up this word for you. Notice the drawing of the cabin associated with the word Cabin.
7. Click the **Close** button to close the Word Guide.

## Adding details to an idea

Notes are a great way to add more information about an idea. You can add as many lines of notes as you wish.


- The notes area is below the top line of the idea. Click in the notes area of the *All About Me* idea, and then type **by Glenna**.



You can type details in the notes area of each idea.


## Changing the look of text

The tools on the Formatting toolbar are used to customize the look of text in ideas or notes.


1. Click in the notes area of the *All About Me* idea, and then select the words **by Glenna**.
2. To apply bold formatting to the selected words, click the **Bold** button  on the **Formatting** toolbar.
3. Select the *All About Me* idea.  
Now the text *by Glenna* is bold.

## Hiding the lined paper


Turning off the lined paper gives a writing project the look of a more traditional outline.

- To turn off the lined paper, click the **Hide Paper** button  on the **Formatting** toolbar.


Now the project looks like this:

 All About **Me**  
by **Glenna**


---

 Home


---

 dog


---

 2 sisters


---

 Dad

---

 School


---

 books

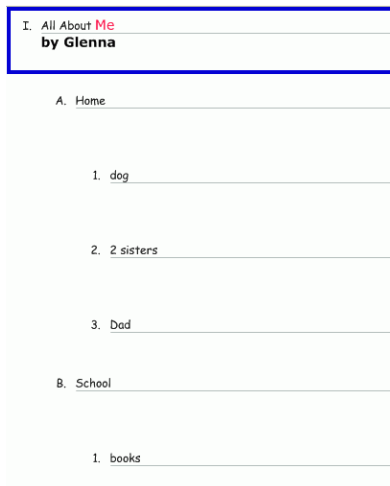
---

## Changing the prefix style

As students become more advanced, Kidspiration can be used as a full-fledged outliner with a range of prefix options.

- To change the prefix, click the **Prefix** button  on the **Formatting** toolbar until you see the prefix that you want.

Now the project looks something like this:



## Saving your work

Remember to save your work!

On the **File** menu, click **Save**.


## Printing your work

You can print your work in Kidspiration.

1. On the **File** menu, click **Print**.
2. In the **Print** dialog box, click **Print**.

## Publishing your work in a word processor

The Publish tool transfers a writing project to Microsoft® Word, Appleworks® or Scholastic Keys® (Macintosh) or to Microsoft Word and Scholastic Keys (Windows), where you can put finishing touches on your composition.

1. On the **Writing** toolbar, click the **Publish**  button.
2. If necessary, select **Microsoft Word**, **Appleworks** or **Scholastic Keys**, and then click **OK**.

If your computer has only one of these word processing programs, Kidspiration automatically opens the available program.

The selected word processor opens with a new document containing the information in your Kidspiration project.

A graphic of the diagram in Picture View appears, followed by the text, including topics and notes.

You can control how a document is published—for example, you can transfer only the notes in a project—using the Publish Options on the Teacher menu.

3. On the **File** menu, click **Close** to close the word processing document.

## Closing your project and returning to the Kidspiration Starter

Congratulations! You have completed *Tutorial Two: Working with ideas in Writing View*. Close this project and continue to Tutorial Three: Categorizing ideas using the SuperGrouper tool.

- To close your project and return to the **Kidspiration Starter**, click the **Go to Starter** button.



When you return to the Kidspiration Starter, you are prompted to save the open project. Click **Yes** to save the project.

## **Tutorial Three: Categorizing ideas using the SuperGrouper® tool**

In Kidspiration there are two basic ways to organize ideas in Picture View: links and SuperGrouper categories. You have already seen how links work. Now you will learn about the SuperGrouper tool.

Categorizing and sorting are important skills for students grades K-5, and the SuperGrouper tool makes these activities easy and fun. In many cases, teachers will find it most effective to create the SuperGrouper categories as part of an activity and let students simply sort ideas into their respective categories.

In this lesson, you will learn to do the following:

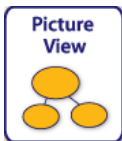
- Add a SuperGrouper category
- Create a new SuperGrouper shape
- Add a title to a SuperGrouper category
- Change the colors of a SuperGrouper category
- Add and remove symbols from a SuperGrouper category
- View SuperGrouper categories in Writing View



## Starting a new diagram

If you have not started Kidspiration, do so now.

- In the **Kidspiration Starter**, click the **Picture View** button.



A new diagram opens with the *Main Idea* symbol selected.

## Saving your work

The first time you save, you type a name for your project.

On the **File** menu, click **Save**.

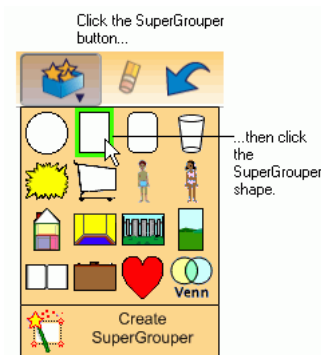
In the folder list, click the folder where you want to save the project.

Type **SuperGrouper Lesson** for the name of the project, and then click **Save**.

## Adding a SuperGrouper category

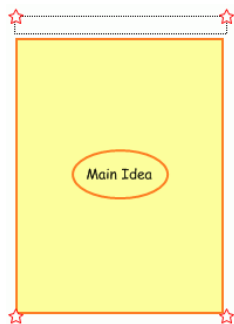
There are several ways to add SuperGrouper categories to your project.

1. On the **Picture** toolbar, click the **SuperGrouper** button.




2. On the **SuperGrouper** menu, click the rectangle SuperGrouper shape to add it to your diagram.

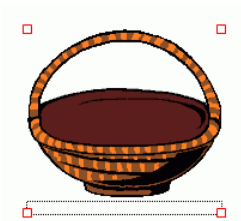
The new SuperGrouper category automatically contains any selected symbols—in this example, the Main Idea symbol on the diagram.



## Creating a new SuperGrouper shape

Any symbol can be transformed into a SuperGrouper shape.

1. Click the **Previous Library** button  on the **Symbol palette** once.
2. Drag the *basket* symbol onto the diagram and place it to the left of the rectangle.

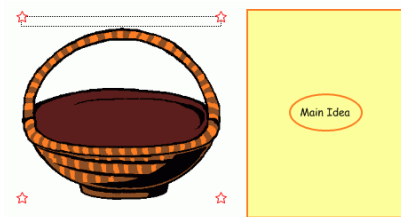


3. On the **Picture** toolbar, click the **SuperGrouper** button, and then click **Create SuperGrouper**.



The *basket* symbol becomes a SuperGrouper category with a title area at the top. The symbol handles become stars and the new SuperGrouper is larger.

If necessary, drag the SuperGrouper shapes to adjust their location. Now the diagram looks like this:

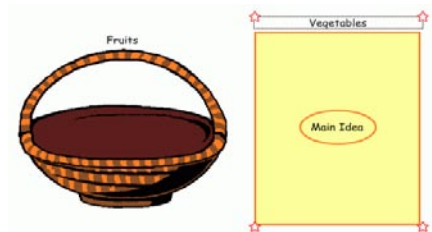


## Adding a title to a SuperGrouper category

SuperGrouper labels appear at the top of each shape.

1. Select the *basket* SuperGrouper category, and then type **Fruits**.
2. Select the rectangle SuperGrouper category, and then type **Vegetables**.

Here is what the diagram looks like now:

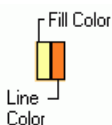


## Changing the colors of a SuperGrouper shape

SuperGrouper shapes are formatted in the same way as symbols.

1. Select the *Vegetables* SuperGrouper category.

The Symbol Colors tool appears on the Formatting toolbar.



2. On the **Symbol Colors** tool, click the **Fill Color** button, and then click a new color on the palette.



3. Select the *Fruits* SuperGrouper category.
4. Using the **Symbol Colors** tool on the **Formatting** toolbar, try changing the colors of the *Fruits* SuperGrouper category.

## Removing a symbol from a SuperGrouper category

- To remove the *Main Idea* symbol from the *Vegetables* SuperGrouper category, select the *Main Idea* symbol, and then click the **Clear** button on the **Picture** toolbar.




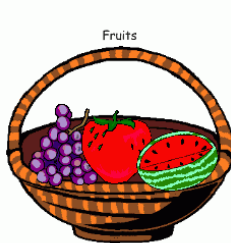
—or—

Drag the symbol to the **Symbol palette** to delete it.

## Adding symbols to a SuperGrouper category

To add symbols to each SuperGrouper category you simply drag and drop them from the Symbol palette.

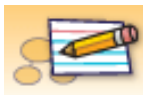
- On the **Symbol palette**, click the **Pick Library** button ,
- Scroll down the list to **Food and Health**, and then click **Fruits and Veggies**.
- Drag several symbols to the *Fruits* SuperGrouper category.
- Drag several symbols to the *Vegetables* SuperGrouper category.



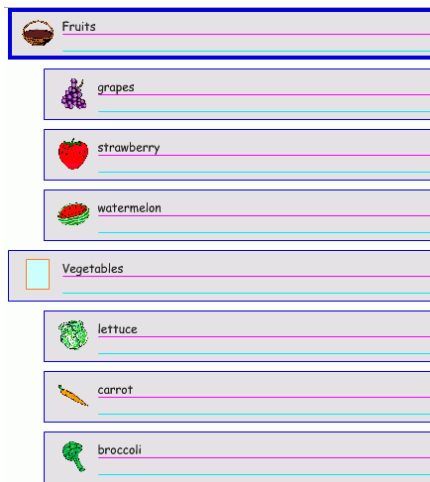
## Viewing SuperGrouper categories in Writing View

Switching to Writing View provides a visual and written list of the items in each SuperGrouper category.

- To switch to Writing View, click the **Go to Writing View** button on the **Picture** toolbar.



This is what the SuperGrouper categories look like in Writing View:



The titles of the SuperGrouper categories assume a top-level position, and the symbols in each SuperGrouper category are supporting ideas. Any changes you make here will be reflected in Picture View.

## Closing your project and returning to the Kidspiration Starter

Congratulations! You have completed *Tutorial Three: Categorizing ideas using the SuperGrouper tool*. Close this project and continue to Tutorial Four: Creating activities using the Teacher menu.

- To close your project and return to the Kidspiration Starter, click the **Go to Starter** button.



When you return to the Kidspiration Starter, you are prompted to save the open project. Click **Yes** to save the project.



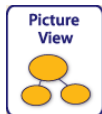
## **Tutorial Four: Creating activities using the Teacher menu**

The Teacher menu provides controls for setting up and customizing activities. In this lesson, you will create a new Kidspiration activity in Picture View called “Four Facts About Elephants.” You will learn to do the following:

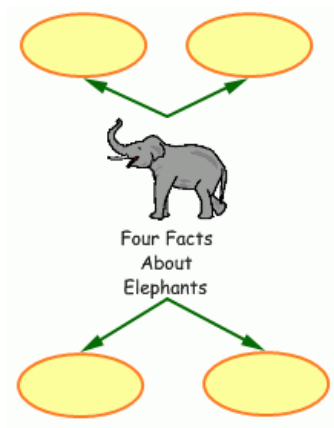
- Enable and add a password to the Teacher menu
- Add an Internet hyperlink
- Create a Teacher symbol
- Lock a symbol
- Use Kidspiration’s audio tools
- Save your project using the Activity Wizard

## Creating a new activity in Picture View

1. Start Kidspiration.
2. Click the **Picture View** button to start a new diagram.



3. In the *Main Idea* symbol, type **Four Facts About Elephants**.
4. Click the **Add Symbol** button on the **Picture** toolbar four times.
5. On the **Symbol palette**, type **elephant** into the box and click the **Find** button.
6. Click the *elephant* symbol to replace the round symbol. Move the bottom symbols so your diagram looks like this:



## Enabling the Teacher menu

When you enable the Teacher menu, you make the commands on the Teacher menu available.

- To enable the Teacher menu, click **Enable Teacher Menu** on the **Teacher** menu.

When the Teacher menu is enabled, a checkmark appears next to the command.

## Adding a password to the Teacher menu

You can create a password for the Teacher menu to prevent students from changing your preferences.

1. On the **Teacher** menu, choose **Application Options**.
2. Check the box next to **Password Enabled**.
3. Click the **Set Password** button.

The Set Password dialog box appears.

4. In the **Enter Password** box, type the password you want to use.
5. In the **Confirm Password** box, type the password again, and then click **OK**.


When you enable the Teacher menu, you will be prompted to enter your password.

*Note:* If you forget your password, you can always use the password “Kidspiration3” to enable the Teacher menu.

## Adding an Internet hyperlink

You can easily add Internet hyperlinks to ideas, notes, symbols and links. Hyperlinks can be added by simply typing the URL, for example, “www.inspiration.com.” You can also assign a hyperlink to selected text.

1. Click in the upper left corner of the diagram.

The crosshair  shows you where the new symbol will appear.

2. On the **Symbol palette**, click the thinking bubble symbol to add it to the diagram, and then type **Learn more about elephants on the Internet.**



3. Select the text *Learn more about elephants on the Internet*.
4. On the **Teacher** menu, click **URL Hyperlink**.

The text *Learn more about elephants on the Internet* appears in the **Hyperlink Text** box.

5. In the **Hyperlink Address** box, type **www.worldwildlife.org/elephants**, and then click **OK**.

The text *Learn more about elephants on the Internet* is now formatted as a hyperlink.



You can click the link to start your browser and go to the web site.

## Creating a Teacher symbol

You can format a symbol so it appears only in Picture View. This feature is useful for instructions or symbols that are not relevant in Writing View.

1. Select the *Learn more about elephants on the Internet* symbol.
2. On the **Teacher** menu, click **Teacher Symbol**.

The handles on a Teacher Symbol are red triangles.



3. On the **Picture** toolbar, click the **Go to Writing View** button.


The *Learn more about elephants on the Internet* symbol does not appear in Writing View.

4. On the **Writing** toolbar, click the **Go to Picture View** button to return to **Picture View**.

## Locking the position of a symbol

To add additional control to an activity, you can lock the position of a symbol or SuperGrouper shape to ensure that students do not accidentally move or delete it. When a symbol is locked, you can still format the symbol and edit the text.


1. With the *Learn more about elephants on the Internet* symbol selected, click **Locked Item** on the **Teacher** menu.

When a Teacher symbol is locked, its handles look like this  .  
You cannot move, replace or delete a locked symbol.



## Listening to the text in the diagram

Speech supports auditory learners and helps students develop important text-picture-meaning connections. Using the Listen tool, all text can be read aloud.

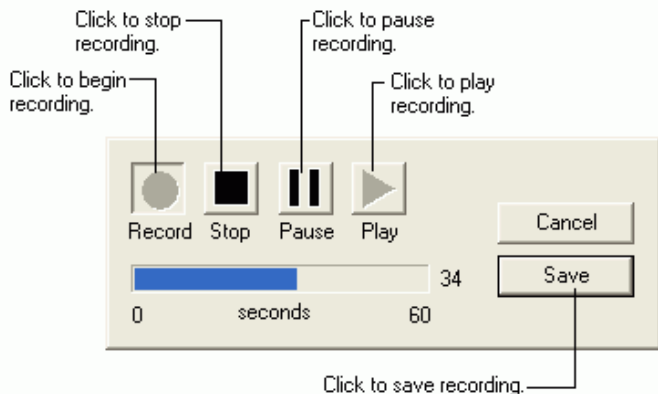
1. Select the *Four Facts About Elephants* symbol at the center of the diagram.
2. On the **Picture** toolbar, click the **Listen** button  .  
The computer reads the text in the symbol.
3. To turn the Listen tool off, click the **Listen** button again.


## Recording words or narration

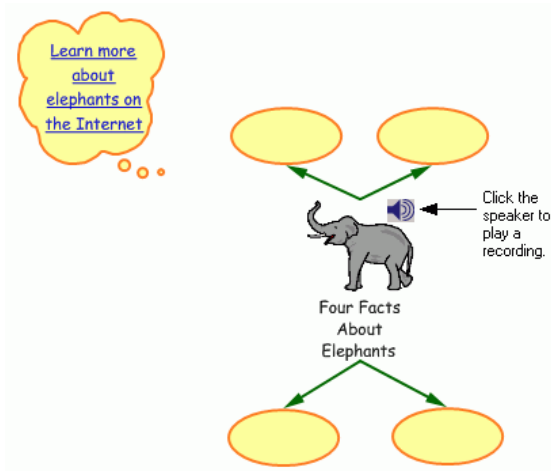
To support emerging readers, you can record words or narration and attach it to a symbol.

1. With the *Four Facts About Elephants* symbol selected, click **Record** on the **Sound** menu.  
To begin recording, click the **Record** button.
2. Say, “**Can you find facts about the native habitats of elephants?**”

When you are finished, click the **Save** button.



3. To play the recording, click the speaker  in the upper right corner of the *Four Facts About Elephants* symbol.



## Saving a project as an activity

Now you are ready to save your work as an activity. The Kidspiration Activity Wizard takes you step-by-step through the process of creating an activity. You can save the activity to any location.

1. On the **Teacher** menu, click **Save With Activity Wizard....**

The Kidspiration Activity Wizard opens. Click **Next**.

2. Select **All Libraries**, and then click **Next**.
3. Review the Picture View Defaults, and then click **Next**.
4. Review the Text Defaults, and then click **Next**.
5. Review the Writing View defaults, and then click **Next**.
6. Select **Kidspiration Activities Folder**.
7. To save the activity in the “Science” category in the Kidspiration Starter, click the **Science** button.
8. To save the activity, click the **Save Activity** button.

*Four Facts About Elephants* is now available as an activity in the Kidspiration Starter under the “Science” category.

9. In the **Success** dialog box, click **OK**.

The diagram closes and you return to the Kidspiration Starter.

Congratulations! You have finished the *Learning Kidspiration, Picture and Writing View Tutorials*.



## Chapter 4: Learning Kidspiration®, Math View Tutorials

This section of the *Getting Started Guide* is composed of three tutorials designed to get you started working in Kidspiration's Math View. The first tutorial covers Kidspiration's five Math Tools, showing each tool and its functionality via a multiple page project. The second tutorial demonstrates how to complete a project in the Step Workspace, and the third and final tutorial is a brief introduction to using the Free Workspace. It should take around 30 minutes to complete the three Math View tutorials.

You use Kidspiration the same way as most Mac OS® and Windows® programs. For example, as you work, you use the mouse to drag objects and to select text. You also click and double-click, and enter information using the keyboard. If you are not familiar with doing these things, take a moment now and refer to the user's guide that came with your computer.

### Conventions we used

When we refer to program features in instructions, they appear in **bold**. For example, "Click the **Math View** button on the **Kidspiration Starter**." When you are asked to enter specific text, the text you type appears in **bold** as well. For example, **Ella, Henry and Lily shared 12 cookies equally.**

### How we organized the tutorials

In each tutorial, you will follow a series of step-by-step instructions to create a project in Math View. When you finish the tutorials, you will be ready to create new projects in Math View on your own.

## Tutorial One: Using Math View's Math Tools

In this tutorial, you will create a new Kidspiration project using multiple pages to explore each of Math View's Math Tools.

- Using Kidspiration Color Tiles™, you will explore math concepts as you represent math expressions and explore area.
- Using Kidspiration Pattern Blocks™, you will build designs with line symmetry, and identify and count shapes.
- Using Kidspiration Base Ten Blocks™, you will represent quantities and regroup within multi-digit addition and subtraction problems.
- Using Kidspiration Fraction Tiles™, you will find equivalent fractions.
- Using Kidspiration Fraction Boxes™, you will represent fractions, find common denominators and operate on fractions.

In the process, you will also learn to do the following:

- Create a multiple page project in Kidspiration's Math View
- Add your name and save your work
- Work with items from the Math palette
- Use the tools on the Bottom toolbar
- Undo and redo your work
- Use the Teacher menu
- Print your project

## Starting Kidspiration

### To start Kidspiration on a Macintosh:

- Open the **Kidspiration 3** folder and double-click the **Kidspiration 3** icon.



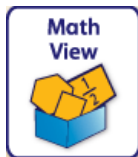
The Kidspiration Starter opens.

### To start Kidspiration in Windows:

- Click the **Start** button, point to **Programs** and click **Kidspiration 3**.

The Kidspiration Starter opens.

The Kidspiration Starter is the place where you start new projects, open existing projects and use the many different Kidspiration activities. You will begin by clicking the **Math View** button to open the Math Tool Starter.



## Kidspiration Color Tiles

We are going to start our project using the Kidspiration Color Tiles Math Tool.

- Click the **Color Tiles** button on the **Math Tool Starter**.



A new blank workspace opens in the Kidspiration Color Tiles Math Tool.

## Adding your name to the project

1. On the **Math** toolbar, click the **Student Name** button.



2. Type your name in the box where indicated.

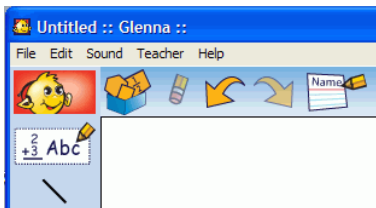
For the examples in this tutorial we will use the name “Glenna.”

3. To choose where you want the name to appear on the page, select **Left**, **Center** or **Right**.

A preview of how the name will appear on the page is displayed in the box on the right side of the dialog box.

4. Click **OK**.

The student name appears in the title bar of the document.



## Saving your work

1. On the **File** menu, click **Save**.
2. In the folder list, click the folder where you want to save the project.
3. Type a name for the project, and then click **Save**.

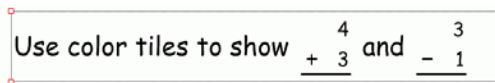
Kidspiration suggests the name “Glenna” based on the student name, but you can use a different name.






## Using a Math Text Box

Math Text Boxes allow students to describe their work with words, numbers and math notation, including structured frames for writing fractions, division problems and vertical math notations. Math Text Boxes also allow teachers to place instructions and helpful text in projects.




1. Click the **Math Text Box**  in the **Math palette** and drag it onto your workspace.

2. Click inside the text box and write **Use color tiles to show 4 plus 3 and 3 minus 1**, but follow the steps below so it looks like this:


$$\text{Use color tiles to show } \begin{array}{r} 4 \\ + \\ 3 \end{array} \text{ and } \begin{array}{r} 3 \\ - \\ 1 \end{array}$$

3. Click the **Open Math Frame** button  on the **Bottom** toolbar to create the vertical frames and use the **Plus Sign**  and **Minus Sign**  buttons on the **Bottom** toolbar to add the plus and minus signs.
4. Enlarge the text size by clicking the **Resize Text** button  on the **Bottom** toolbar once.
5. Click outside the box and then back on it to select it. When a text box is selected, it has corner handles .
6. Resize the text box by dragging on one or more of its corner handles so that all of the text fits on one line.
7. Move the text box up so it is near the top of the workspace.

**Note:** If you make a mistake in your work, you have several options on the Math toolbar:


- You can delete an item by selecting it and clicking the **Clear** button  on the **Math** toolbar.  
-or-
- You can undo up to the last eight changes in your project by clicking the **Undo** button  on the **Math** toolbar.  
-or-
- You can redo up to the last eight changes you used the **Undo** button to undo by clicking the **Redo** button  on the **Math** toolbar.

## Moving color tiles onto the workspace

Now you'll bring out some color tiles to represent the first expression.

1. Click on the red color tile on the **Math palette** and drag it onto the workspace. Do this three more times or just click on the tile in the palette three more times to create multiple instances of it.
2. Align the tiles horizontally on your workspace, somewhere below the text box. Notice that the tiles “snap” together as you are lining them up.
3. Drag out three yellow tiles and snap them into alignment with the four red tiles.

## Resizing manipulatives on the workspace

- Resize all of the color tiles on the workspace by clicking the **Resize Manipulatives** button  once on the **Bottom** toolbar.


Your project should look something like this:

Use color tiles to show  $\frac{4}{3} + \frac{3}{1}$  and  $\frac{3}{1}$



## Using the Cross-Out Stamp

Use the Cross-Out Stamp to mark tiles and visually represent the subtraction in second expression.

1. Drag out three blue tiles and align them below the first representation.
2. Select one blue tile.
3. Now click the **Cross-Out Stamp** button  on the **Bottom** toolbar.

The tiles should look like this:



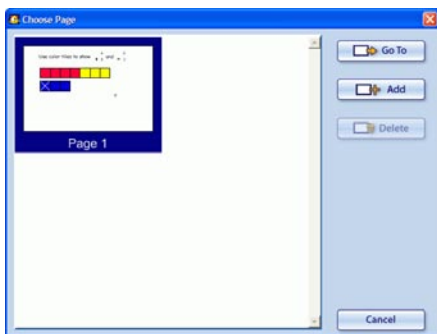
## Adding pages to your project


Math View allows for the creation of multiple pages within a single document, giving teachers the opportunity to create an extended activity with multiple parts, or students the opportunity to show their thinking using one or more tools.

Now you'll learn how to add a new page to your project so you can continue working with Kidspiration Color Tiles.



1. Click the **Go To Page** button  on the **Math** toolbar to open the **Choose Page** dialog.





2. Click the **Add Page** button  to add a new page.
3. Choose **Color Tiles** from the **Math Tool Starter**.

**Note:** When you have more than one page in a project, a page number for the page you are working on appears in the upper-left corner of the workspace.

## Using a background grid

A background grid can help you to organize color tiles on the workspace, making it easier to create bar charts, build models, and explore perimeter and area.

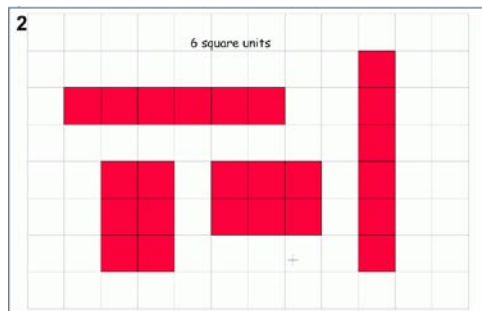
1. Click the **Show Background Grid** button  on the **Bottom** toolbar.
2. Resize the grid to large by clicking the **Resize Manipulatives** button  on the **Bottom** toolbar one time.
3. Drag one **Math Text Box** onto the workspace.
4. Type **6 square units** into the box.

5. Position your cursor on the workspace and click a color tile in the **Math palette** six times.
6. Move tiles on the grid to make a rectangle with an area of 6 square units.

Notice that the tiles “snap” into position on the grid.




7. Continue bringing out tiles to create all possible rectangles with areas of 6 square units.

Your project should look something like this:








## Kidspiration Pattern Blocks

Now let's add another new page and learn how to use the Kidspiration Pattern Blocks Math Tool.

1. Click the **Go To Page** button  on the **Math** toolbar to open the **Choose Page** dialog, and click the **Add Page** button  to add a third page to your project.
2. Choose **Pattern Blocks** from the **Math Tool Starter**.
3. Click the **Math Text Box**  in the **Math palette** and drag it onto your workspace, positioning it toward the top center.

- Click inside the text box and write **Line Symmetry**, but follow the steps below so it looks like this:



- Enlarge the text size by clicking the **Resize Text** button  on the **Bottom** toolbar once.
- Click outside the text box and then back on it to select it. When a text box is selected, it has corner handles .
- Bold the text by clicking the **Bold** button  on the **Bottom** toolbar.
- Resize the text box by dragging on one or more of its corner handles so that all of the text fits on one line.
- Add a border and a background color to the text box by clicking the **Border** button  on the **Bottom** toolbar, and then the **Background Color** button  next to it. Choose a background color from the palette.

## Locking an item on the workspace

Now that your Math Text Box is set up, you can lock it so that it cannot be moved or deleted.

- With the text box selected, click *Locked Item* on the **Teacher** menu.

A checkmark appears next to *Locked Item* when the text box is locked, and the corner handles change on the box.

**Note:** The Teacher menu must be enabled for the *Locked Item* option to appear. To turn the Teacher menu on or off, click **Enable Teacher Menu** on the **Teacher** menu.

## Creating a password for the Teacher menu

You can create a password for the Teacher menu to prevent students from using it and changing teacher preferences.

1. On the Teacher menu, click **Application Options**.
2. Check the box next to **Password Enabled**.
3. Click **Set Password**.
4. The Set Password dialog box appears.
5. Type the password you want to use in the **Enter Password** box.
6. Type the password again in the **Confirm Password** box, and then click **OK**.

When you enable the Teacher menu, you will be prompted to enter your password.

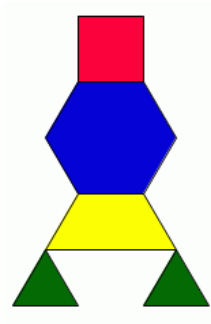
***Note:*** If you forget your password, you can access the Teacher menu by using the password “Kidspiration3.”

## Moving pattern blocks onto the workspace

Now you'll bring out some pattern blocks to create a design with line symmetry.

1. Click on the blue hexagon on the **Math palette** and drag it onto the workspace. Do the same with the red square and the yellow trapezoid.
2. Click twice on the green triangle on the **Math palette** to add two of them to the workspace.


3. Click and drag each pattern block into a design that looks like this:



Notice that the blocks “snap” together into position.

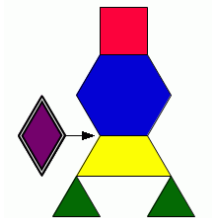
## Using the Rotation tools

Use the Rotation tools on the Math toolbar to rotate blocks on the workspace when building patterns, models and designs.

1. Drag two of the large purple rhombuses onto the workspace, one on either side of your pattern.
2. Click the rhombus on the left to select it, then click the **Rotate Block Clockwise** button  on the **Bottom** toolbar twice.

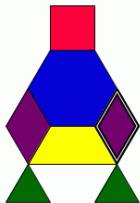
***Note:*** You can also rotate shapes on the workspace by selecting them and then clicking your spacebar to rotate them clockwise, or by holding the **Shift** key down and clicking your spacebar to rotate them counter-clockwise.

3. Drag your rhombus into position so that it “snaps” into place against the hexagon and the trapezoid.




4. Now select the rhombus on the right and repeat step number 3 above.

Your design should now look like this:



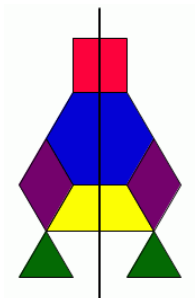
## Creating a line of symmetry


You can use a line from the **Math palette** to reinforce the concept of symmetry in the Kidspiration Pattern Blocks Math Tool.

1. Click and drag a line  from the **Math palette** onto the workspace.
2. With the line selected, drag on one of its handles while you hold down the **Shift** key, and move the line into a vertical position. (When you hold down the Shift key, you can rotate a line in 45 degree increments.)
3. Drag the line over the middle of the design so it bisects it.

4. You may need to lengthen the line so it extends a little beyond the top and bottom of the design.

To lengthen the line, drag on one of its handles. Your design should now look something like this:



5. Click the **Resize Manipulatives** button  on the **Bottom** toolbar once to enlarge your design on the workspace.

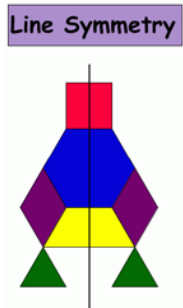
## Selecting multiple items on the workspace



1. After you resize items, you may need to adjust their location on the workspace.
  - To multi-select items on the workspace, click an area of open workspace and drag your cursor over them.
  - or–
  - Hold down the **Shift** key and click each item you want to select.

**Tip:** You can also turn Shift-select on, which allows you to select multiple items on the workspace without holding down the Shift key. Click the **Shift-select** button on the **Bottom** toolbar to turn Shift-select on or off. The Shift-select button appears on Math View's Bottom toolbar when **Stylus Mode** is turned on in **Application Options** on the **Teacher** menu.

**Note:** The Teacher menu must be enabled in order to access Application Options. To turn the Teacher menu on or off, click **Enable Teacher Menu** on the **Teacher** menu.

2. Drag the design into position on the workspace so that your project looks like this:



3. Click the **Go To Page** button  on the **Math** toolbar to open the **Choose Page** dialog, and click the **Add Page** button  to add another new page.
4. Choose **Pattern Blocks** from the **Math Tool Starter** again.

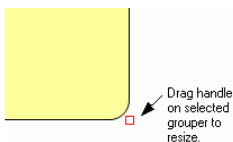
## Working with Math SuperGroupers™

Math SuperGroupers are similar to the SuperGroupers in Picture View. They are used for grouping, sorting, categorizing and counting activities. Here you will use Math SuperGroupers for shape identification and counting.

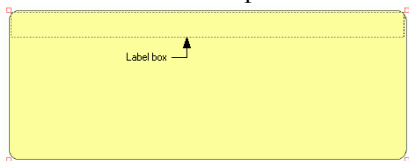
1. Click and drag 2 rectangular **Math SuperGroupers** from the **Math palette** onto the blank workspace on page 4, placing the first one toward the top center, and the second one toward the bottom center.



- Click to select each one and drag on one or more of their corner handles to make them wide across the page.



- Notice that when you have a grouper selected, a label box appears in dotted lines at the top.



- Double-click inside the label boxes one at a time to select them and a cursor will appear.

Type **5 blue hexagons** into the first one and **4 green triangles** into the second one.

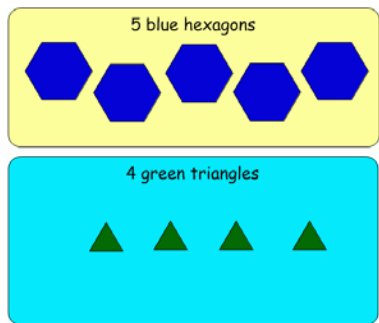
- Change the background color of one of the groupers to give your document visual interest.

Select the 4 green triangles grouper and choose light blue from the **Color** buttons on the **Bottom** toolbar.



- Now that your groupers are ready, use pattern blocks to represent the labeled quantities. Drag 5 blue hexagons from the **Math palette** into the first grouper, and 4 green triangles into the second grouper.



Your project should look like this:



**Note:** Once manipulatives are placed inside a grouper, they will remain there until you remove them. Drag one of the groupers around the workspace and notice that the tiles move with it.

## Kidspiration Base Ten Blocks


Now let's add a fifth page to our project and learn how to use the Kidspiration Base Ten Blocks Math Tool.

1. Click the **Go To Page** button  on the **Math** toolbar to open the **Choose Page** dialog, and click the **Add Page** button  **Add**.
2. Choose **Base Ten Blocks** from the **Math Tool Starter**.

## Adding a place value mat





You can add a place value mat to the background of your Kidspiration Base Ten Blocks workspace as a visual structure for learning about place value and modeling problems. The mat has three basic layout options to choose from: a full-page mat with columns labeled “Hundreds,” “Tens” and “Ones,” a 3/4-page mat with columns labeled “Hundreds,” “Tens” and “Ones” and room for instructions or example

work above, and a full-page mat with columns labeled “Thousands,” “Hundreds,” “Tens” and “Ones.”

1. Click the **Place Value Mat** button on the **Bottom** toolbar twice to select the “Hundreds,” “Tens” and “Ones” place value mat with the open area at the top.
2. Click the **Math Text Box**  in the **Math palette** and drag it onto the workspace, into the open area at the top of the place value mat.
3. Click inside the text box and write **Use base ten blocks to solve 176 plus 36**, but follow the steps below so it looks like this:



Use base ten blocks to solve 
$$\begin{array}{r} 176 \\ + 36 \\ \hline \end{array}$$

4. Click the **Open Math Frame** button  on the **Bottom** toolbar to create the vertical frame and click the **Plus Sign** button  on the **Bottom** toolbar to add the plus sign.
5. Enlarge the text size by clicking the **Resize Text** button  on the **Bottom** toolbar once.
6. Click outside the box and then back on it to select it. When a text box is selected, it has corner handles .
7. Resize the text box by dragging on one or more of its corner handles so that all of the text fits on one line.
8. Move the text box up so it is near the top of the workspace.

## Moving base ten blocks onto the workspace

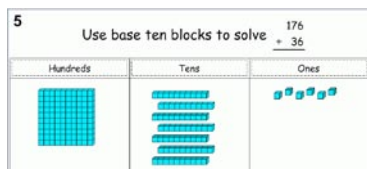
Now you'll bring out some base ten blocks and arrange them on the place value mat to represent the addition problem.

1. Click on the flat in the **Math palette** and drag it into the “Hundreds” column on the place value mat.

2. Drag a horizontal rod into the “Tens” column and then click the same rod successively in the **Math palette** to create six more instances of it.
3. Finally, add six units to the “Ones” column, by clicking somewhere inside the column, and then clicking on the unit in the **Math palette** six times.
4. To position blocks at the top and center of their columns, simply click on the flat and drag it into position.

Multi-select the blocks in the other two columns, one column at a time, and click and hold your cursor on one of the blocks to drag them all into position.


You have now represented 176 on the place value mat, and your project should look something like this:



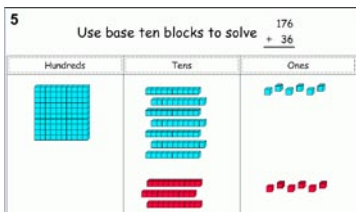
5. Now to represent 36, you will bring in additional blocks.  
Add three new horizontal rods to the “Tens” column, and six new units to the “Ones” column to represent 36.

## Changing the color of base ten blocks

To help distinguish between the two addends being represented on the place value mat, you can change the color of the blocks representing 36.


- To change the color of the blocks representing 36, click each one or multi-select all of them (you can multi-select across columns on the mat) and then click one of the **Color** buttons on the **Bottom** toolbar. To select a color from the expanded palette, click the **More Colors** button .

Your project should now look something like this:



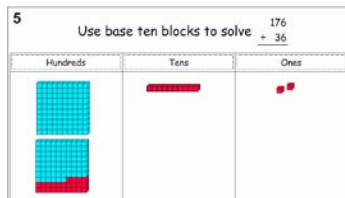
## Solving an addition problem by regrouping blocks

Now you are ready to solve the problem using the base ten blocks on the place value mat.

- Begin in the “Ones” column and regroup by multi-selecting six blue units and four red units and then clicking the **Group** button  on the **Bottom** toolbar.
- You now have a new rod composed of six blue units and four red units.  
Drag this rod into the “Tens” column to represent “carrying.”
- Now multi-select ten of the rods in the “Tens” column and click the **Group** button again.

4. Move this new flat into the “Hundreds” column.
5. To tidy up your project, you can now drag the remaining blocks in the “Tens” and “Ones” to the top of their columns.
6. You have solved the addition problem using base ten blocks on a place value mat and the answer is 212.

Your project should look something like this:



## Locking a page

Before moving on to page 6, you might want to lock page 5. The ability to lock pages in a document allows you to set up an example within an activity and prevent students from altering any of the items on the workspace, or adding to the page.



- To lock page 5, click **Locked Page** on the **Teacher** menu.

A checkmark appears next to **Locked Page** when the page is locked, and a **Locked Page** indicator  appears next to the page number.

**Note:** The Teacher menu must be enabled for the Locked Page option to appear. To turn the Teacher menu on or off, click **Enable Teacher Menu** on the **Teacher** menu.

## Changing the labels on a place value mat

You can change the column labels on a place value mat to whatever you like. For instance, you may want to change the labels from “Hundreds,” “Tens” and “Ones,” to “Flats,” “Rods” and “Units” to more closely align with your curriculum.


1. Click the **Go To Page** button  on the **Math** toolbar to open the **Choose Page** dialog, and click the **Add Page** button  to add another new page.
2. Choose **Base Ten Blocks** from the **Math Tool Starter** again.
3. Click the **Place Value Mat** button on the **Bottom** toolbar once to add a new mat to your workspace.
4. Double-click inside a label to select it.

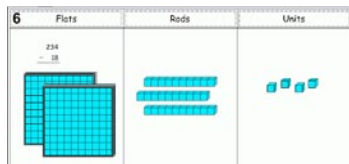
You should see a cursor appear.

5. Select the existing text by double-clicking inside the label one more time.  
—or—  
Click and drag over the existing text to select it.  
—or—  
Use your **Backspace** or **Delete** key (Windows) or your **Delete** key (Macintosh) on your keyboard to remove the existing text.
6. Type **Flats** into the first label, **Rods** into the second one and **Units** into the third one.
7. Drag a **Math Text Box** into the “Flats” column to write a subtraction problem.
8. Click the **Open Math Frame** button on the **Bottom** toolbar and write the expression **234 minus 18**, using the **Minus Sign** button on the **Bottom** toolbar to represent minus. The text box should look something like this:


$$\begin{array}{r} 234 \\ - 18 \\ \hline \end{array}$$

9. Drag blocks into the columns to represent 234. You should have two flats in the first column, three rods in the second column and four units in the third column.

10. Click the **Resize Manipulatives** button  on the **Bottom** toolbar once to make them larger.
11. Now move the blocks around in the columns so your project looks something like this:




You can click and drag the rods and units around one at a time, or multi-select all of the them in each column and drag them into their new position.

## Solving a subtraction problem by regrouping blocks

Now you are ready to solve the equation using the base ten blocks on the place value mat.

1. Since eight units cannot be taken away from four units, you need to “borrow” from the rods.


Use the **Break Blocks Apart** button  to break the bottom rod in the “Rods” column into 10 units.

2. Move the new units into the “Units” column.

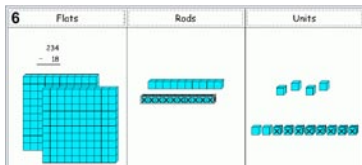


## Using the Cross-Out Stamp

Use the Cross-Out Stamp to mark blocks and represent subtracting the quantity 18.




1. Select eight units in the “Units” column and click the **Cross-Out Stamp** button  on the **Bottom** toolbar.
2. Select the bottom rod in the “Rods” column and click the **Cross-Out Stamp** button again.
3. You have now visually represented subtracting 18 using base ten blocks on a place value mat and the solution is 216.

Your project should look something like this:

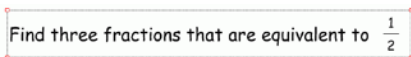







## Kidspiration Fraction Tiles

Now let's add a seventh page to our project and learn how to use the Kidspiration Fraction Tiles Math Tool.

1. Click the **Go To Page** button  on the **Math** toolbar to open the **Choose Page** dialog, and click the **Add Page** button .
2. Choose **Fraction Tiles** from the **Math Tool Starter**.
3. Click the **Math Text Box**  in the **Math palette** and drag it onto your workspace.

4. Click inside the text box and write **Find three fractions that are equivalent to one-half**, but follow the steps below so it looks like this:



5. Click the arrow  to the right of the **Open Math Frame** button  in order to see all of the **Bottom** toolbar.
6. Click the **Fraction Frame** button  at the end of the toolbar to create the fraction.
7. Enlarge the text size by clicking the **Resize Text** button  on the **Bottom** toolbar once.
8. Click outside the box and then back on it to select it. When a text box is selected, it has corner handles .
9. Resize the text box by dragging on one or more of its corner handles so that all of the text fits on one line.
10. Click and drag the box up so it is positioned at the top of the workspace.

## Using whole trays

Whole trays can be used as a container to hold fraction tiles. A whole tray represents 1 (or whole) when filled with tiles, and is the same size as the tile from the Math palette representing 1 (or whole).

1. Click on the whole tray in the **Math palette** and drag it onto the workspace.
2. Either drag three more out or click on the whole tray in the **Math palette** three more times successively to create three more trays.
3. Align them top-to-bottom vertically on the workspace. Notice how the whole trays “snap” together as you line them up.

## Moving fraction tiles onto the workspace

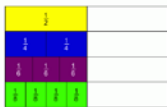
Now that the whole trays are ready, use fraction tiles to represent one-half and its equivalent fractions.

1. Click and drag a  $\frac{1}{2}$  tile from the **Math palette** into the first whole tray.
2. Drag fraction tiles out into the trays below to represent fractions that are equivalent to  $\frac{1}{2}$ , beginning with  $\frac{1}{4}$  and ending with  $\frac{1}{8}$ . Notice how the tiles “snap” into position.

**Note:** After the first tile is dragged into each whole tray, successive clicks on the tile in the **Math palette** will “snap” the next tile into place.


Your project should now look something like this:

Find three fractions that are equivalent to  $\frac{1}{2}$









## Hiding fraction labels

If your activity requires it, you can hide fraction labels.

- Hide the fraction labels by clicking the **Hide Fraction Labels** button  on the **Bottom** toolbar. Click it again to turn fraction labels back on.

## Kidspiration Fraction Boxes

Now let's add an eighth page to our project and learn how to use the Kidspiration Fraction Boxes Math Tool.

1. Click the **Go To Page** button  on the **Math** toolbar to open the **Choose Page** dialog, and click the **Add Page** button .
2. Choose **Fraction Boxes** from the **Math Tool Starter**.
3. You will use Math Text Boxes to write two fractions. Click the **Math Text Box**  in the **Math palette** and drag it onto the left side of your workspace, toward the top.
4. Drag another one out and place it below the first one.
5. Add fractions to the text boxes following the steps below:
6. Click the arrow  to the right of the **Open Math Frame** button  in order to see all of the **Bottom** toolbar.
7. Click back on the first text box to select it and click the **Fraction Frame** button  at the end of the toolbar. Type text into the frames to create the fraction 3/4.
8. Click on the second text box and create the fraction 5/8 in the same way.

$$\frac{3}{4}$$

$$\frac{5}{8}$$

## Limiting the denominator in fraction boxes


For this Kidspiration Fraction Boxes project, you may want to limit the denominator on all fraction boxes in this document, the default maximum for which is 36.

1. Select **Limit Denominator...** on the **Teacher** menu.
2. Enter a new denominator of 16 in the **Set Denominator** dialog box.

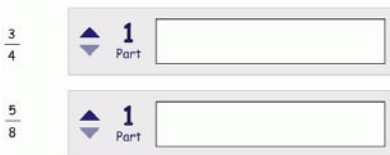
### *Notes:*

- Your document must not have any fraction boxes on it yet. If you try to limit the denominator with fraction boxes already in the document, you will get a warning message to clear all fraction boxes from the document before setting a new maximum denominator.
- When you limit the denominator, it applies to fraction boxes all pages in the current document.
- The Teacher menu must be enabled for the *Limit Denominator* option to appear. To turn the **Teacher** menu on or off, click **Enable Teacher Menu** on the **Teacher** menu.

## Dragging fraction boxes onto the workspace

1. To visually represent the fractions, click the fraction box  in the **Math palette** and drag it onto the workspace to the right of the first text box.
2. Either drag another one out or click on the fraction box again in the **Math palette** to create another one on the workspace.


- Align the second one with the first one vertically on the workspace.  
Notice how they “snap” into position when you have them aligned.



**Note:** To move a fraction box, click in the grey area and drag the box.

## Changing the denominator in a fraction box



When you first drag a fraction box out onto the workspace, it has only one part, or a denominator of one.

- To increase the denominator on the top fraction box, click the **Increase Denominator** button  four times to divide it into four parts.
- Repeat this with the lower fraction box to give it eight parts.

**Tip:** You can also click and hold down the **Increase** and **Decrease Denominator** buttons to change the denominator.

## Adding color to the parts and activating tiles

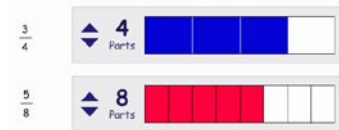
Filling the parts within fraction boxes with color and/or a pattern makes them active.

- Color 3/4 by multi-selecting the first three parts in the top fraction box (hold down the **Shift** key and click each item you want to select).
- With the three parts selected, click one of the **Color** buttons  on the **Bottom** toolbar to represent 3/4. To select a color from the expanded palette, click the **More Colors** button .

3. Now multi-select the first five parts in the lower fraction box and color them a different color to represent  $5/8$ .

You now have active tiles in both fraction boxes.

Your project should look something like this:



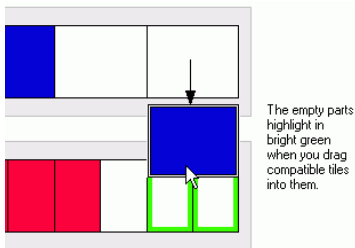
## Moving the tiles inside and between fraction boxes

Active tiles can be moved into empty parts within fraction boxes.

- Click the far right active  $1/4$  tile in the top fraction box and drag it into the empty part on its right.

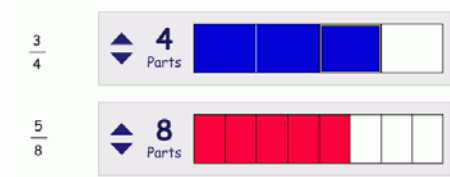
Active tiles can also be moved into empty parts in another fraction box if the denominators between the two are compatible. For example, a  $1/4$  tile can move to two empty  $1/8$  parts.





- Click the far right active  $1/4$  tile in the top fraction box and drag it into the last two empty parts on the lower fraction box, as shown below:



- Now multi-select the last two active  $\frac{2}{8}$  tiles and move them back into the upper fraction box, “snapping” them into place beside the other active  $\frac{1}{4}$  tiles.

Your project should look something like this:





- Click the **Go To Page** button  on the **Math** toolbar to open the **Choose Page** dialog.
- Click the **Add Page** button  to add another new page.
- Choose **Fraction Boxes** from the **Math Tool Starter** again.
- Drag a **Math Text Box** onto the open workspace.
- Use the **Fraction Frame** and the **Plus Sign** buttons from the **Bottom** toolbar to create the expression  $\frac{2}{3}$  plus  $\frac{3}{4}$ .
- Enlarge the text size by clicking the **Resize Text** button  on the **Bottom** toolbar once.
- Click outside the box and then back on it to select it. When a text box is selected, it has corner handles .
- Click and drag the box up so it is positioned at the top of the workspace.


The image shows a text box containing the mathematical expression  $\frac{2}{3} + \frac{3}{4}$ . The box has small red square handles at each corner, indicating it is selected.



## Finding and applying a common denominator

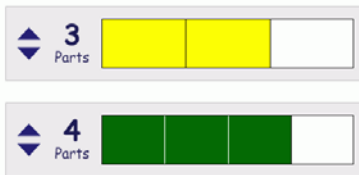
1. Click the fraction box  in the **Math palette** twice to place 2 new fraction boxes onto the workspace.
2. Position them so that they “snap” into vertical alignment on the workspace and are centered below the text box.
3. Click and hold the **Increase Denominator** button  on the top fraction box three times to divide it into three parts.

Repeat this step with the lower fraction box to give it four parts.

4. Select the first empty part in the upper fraction box and click one of the **Color** buttons  on the **Bottom** toolbar twice to color two tiles, or 2/3 of the upper fraction box.
5. Do the same with the lower fraction box with a different color to represent 3/4.

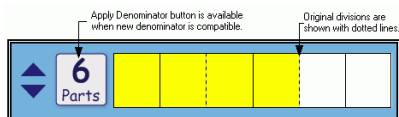
Your project should look something like this:

$$\frac{2}{3} + \frac{3}{4}$$



6. Now click the **Increase Denominator** button on the upper fraction box and watch the appearance of the box.
  - When the number of parts is colored red, it indicates that the new denominator does not yield a fraction that is equivalent to 2/3. When an equivalent fraction, such as 4/6, has been reached, the background of the fraction box turns blue, and the **Apply Denominator** button appears.

- Also, as you change the denominator in a fraction box containing active tiles, the original divisions are shown with dotted lines.






- To change the fraction into a new, equivalent fraction, click the **Apply Denominator** button to activate the new number of cells, and the dotted lines will go away.
- Experiment with increasing the denominator in both fraction boxes to find the common denominator of 12. Apply it in both fraction boxes.
- To add  $\frac{8}{12}$  and  $\frac{9}{12}$ , you can multi-select four tiles from the lower fraction box and drag them into the upper one, and see the answer to the equation, which is  $1 \frac{5}{12}$ .
- Use another text box to record your answer.

Your project should look something like this:


$$\frac{2}{3} + \frac{3}{4}$$

$$= 1 \frac{5}{12}$$

11. Now click the **Go To Page** button  on the **Math** toolbar to open the **Choose Page** dialog.
12. Click the **Add Page** button  to add another new page.
13. Choose **Fraction Boxes** from the **Math Tool Starter** one last time.
14. Drag two text boxes out onto the left side of the workspace, one at the top and one toward the middle.
15. Add the expression  $\frac{1}{2}$  times  $\frac{8}{9}$  to the top one, and  $\frac{3}{4}$  minus  $\frac{1}{4}$  to the lower one, using the **Fraction Frame**, **Multiplication Sign** and **Minus Sign** buttons on the **Bottom** toolbar.
16. Now bring out two fraction boxes and position them below the text boxes, centered across the workspace.
17. Click the **Resize Manipulatives** button  on the **Bottom** toolbar once to make them larger.
18. You may have to adjust their position slightly after resizing them. Click in the grey area to select them and drag them into vertical alignment with each other. Notice that they will “snap” into position.

## Using a pattern with fraction boxes

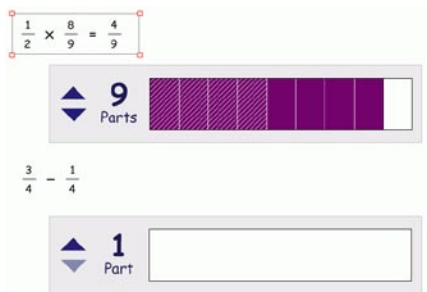
You can add a pattern to fraction tiles just like you can change a color. Adding a pattern to colored tiles can help in representing multiplication of fractions.

1. To represent  $\frac{8}{9}$ , select the upper fraction box, and click and hold down the **Increase Denominator** button until it has nine parts.
2. Click on the first part and then click a **Color** button on the **Bottom** toolbar eight times to represent  $\frac{8}{9}$ .
3. To represent “taking half of”  $\frac{8}{9}$ , multi-select four of the eight tiles in that same fraction box and click one of the **Pattern** buttons  on the **Bottom** toolbar.

You have now visually represented  $\frac{1}{2}$  of  $\frac{8}{9}$  and revealed the solution.


4. Add the answer to the first problem in the upper text box. Represent **equals**  $\frac{4}{9}$  using the **Equals sign** and another **Fraction Frame** from the **Bottom** toolbar.
5. You may need to resize the text box. Click off the text box and back on it to select it. Drag one of the handles until the expression fits on one line.

Your project should look something like this:

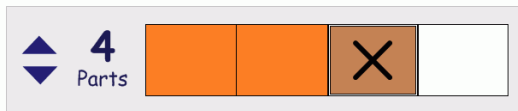



## Marking tiles for subtraction

It is easy to mark tiles in fraction boxes to represent subtraction. When you mark tiles for subtraction, they will be removed when you change the denominator.

1. Select the lower fraction box, and click and hold down the **Increase Denominator** button until it has four parts.
2. Click on the first part and then click a **Color** button on the **Bottom** toolbar three times to represent  $\frac{3}{4}$ .
3. Click the **Subtraction** button  on the **Bottom** toolbar, and the last active tile will now be marked for subtraction.

You have now represented the equation  $\frac{3}{4}$  minus  $\frac{1}{4}$  equals  $\frac{2}{4}$ .



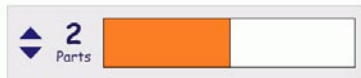
- To reduce your answer, now you can decrease the denominator and remove the marked tile.
  - Click the **Decrease Denominator** button  and stop when the equivalent fraction of  $\frac{1}{2}$  is reached.
  - Click the **Apply Denominator** button and the fraction box now contains only 1 active tile.
- Add the answer to the second problem in the lower text box. Represent **equals  $\frac{1}{2}$**  using the **Equals sign** and another **Fraction Frame** from the Bottom toolbar.
- You may need to resize the text box. Click off the text box and back on it to select it. Drag one of the handles until the equation fits on one line.

Your project should look something like this:

$$\frac{1}{2} \times \frac{8}{9} = \frac{4}{9}$$



$$\frac{3}{4} - \frac{1}{4} = \frac{1}{2}$$



## Printing your project

To print a project, click **Print** on the **File** menu.

You can also choose from the following options before printing:

### Selecting page orientation

In Math View, landscape orientation is the default. To switch to portrait orientation before printing a project:

1. On the **File** menu, click **Page Setup**.
2. Next to **Orientation**, click the **Portrait** or **Landscape** icon (Macintosh).  
—or—  
Under **Orientation**, select **Portrait** or **Landscape** (Windows).

### Selecting paper size

Letter is the default paper size in Kidspiration. To select a different paper size:

1. On the **File** menu, click **Page Setup**.
2. In the **Paper** list, select the paper size you want (Macintosh).  
—or—
3. Under **Paper**, select the paper size you want in the **Size** list (Windows).

### Printing page numbers

If you choose to print page numbers, they will appear at the bottom of the page. To print page numbers:

1. Click the **Student Name** button.
2. Check the box where indicated.

## Closing your project and returning to the Kidspiration Starter

Congratulations! You have completed *Tutorial One: Using Math View's Math Tools*. To close your project and return to the **Kidspiration Starter**, click the **Go to Starter** button.



When you return to the Kidspiration Starter, you are prompted to save the open project. Click **Yes** if you want to save the project.

## Tutorial Two: Using steps to show progression of work

The Step Workspace allows students to show and explain each step as they progress through a math project. Because their work is preserved and duplicated as they move from one step to the next, you can see what their thinking process was and pinpoint any mistakes.

Students can use any one of the five Kidspiration® Math Tools with steps, but can only use one tool per project. In this lesson, you will learn to create a new project in the Step Workspace using the Kidspiration Color Tiles™ Math Tool. For specific information on how to use all five of the Math Tools, refer to Chapter 4, Tutorial One.

### Starting Kidspiration

#### To start Kidspiration on a Macintosh:

- Open the **Kidspiration 3** folder and double-click the **Kidspiration 3** icon.



The Kidspiration Starter opens.

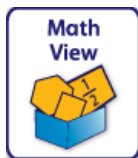
#### To start Kidspiration in Windows:

- Click the **Start** button, point to **Programs** and click **Kidspiration 3**.

The Kidspiration Starter opens.

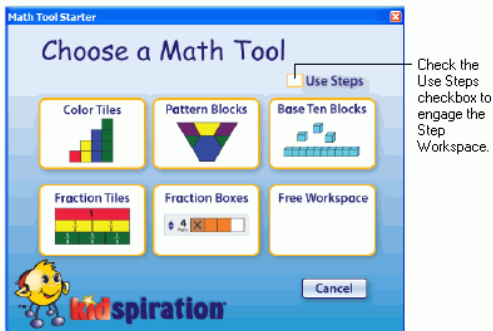


The Kidspiration Starter is the place where you start new projects, open existing projects and use the many different Kidspiration activities. You will begin by clicking the **Math View** button to open the Math Tool Starter.



## Starting a new Kidspiration Color Tiles project using steps

To start a new Kidspiration Color Tiles project using steps, check the box next to **Use Steps** in the **Math Tool Starter** and then click the **Color Tiles** button.



A new step workspace opens in the Kidspiration Color Tiles Math Tool, with Step 1 active and ready for you to begin your project. As you proceed, you may add as many steps as you like, but only two will be showing on the screen at any given time. The active step has a white background and the inactive steps are grey.

## Adding your name to a project

1. On the **Math** toolbar, click the **Student Name** button.
2. Type your name in the box where indicated.



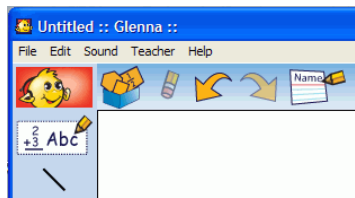
For the examples in this tutorial we will use the name “Glenna.”

3. To choose where you want the name to appear on the page, select **Left**, **Center** or **Right**.

A preview of how the name will appear on the page is displayed in the box on the right side of the dialog box.

4. Click **OK**.

The student name appears in the title bar of the document.



## Saving your work



1. On the **File** menu, click **Save**.
2. In the folder list, click the folder where you want to save the project.
3. Type a name for the project, and then click **Save**.

Kidspiration suggests the name “Glenna” based on the student name, but you can use a different name.


## Setting up your project

### Adding a Math Text Box


Math Text Boxes allow students to describe their work with words, numbers and math notation, including structured frames for writing fractions, division problems and vertical math notations. Math Text Boxes also allow teachers to place instructions and helpful text in projects.

1. Click the **Math Text Box**  in the **Math palette** and drag it into Step 1, positioning it at the top and center of the workspace.
2. Type **Show and explain your work for every step!** into the Math Text Box.
3. Click outside the box and then back on it to select it. When a text box is selected, it has corner handles .
4. Click and drag on the corner handles to resize the box so that all of the text fits on one line at the top and center of the workspace.
5. Drag another text box out and place it below the first one.
6. Type the following problem into the text box:

**Andrew, Claire and Matt split 12 cookies equally. Matt gave 2 cookies to Claire and then Claire gave half of her cookies to Andrew. How many cookies do they have now?**

7. Decrease the text size by clicking the **Resize Text** button  on the **Bottom** toolbar twice.
8. Click outside the box and then back on it to resize the text box so that the text fits on two lines, positioned below the first text box.


**Note:** If you make a mistake in your work, you have several options on the Math toolbar:

- You can delete an item by selecting it and clicking the **Clear** button  on the **Math** toolbar.

—or—

- You can undo up to the last eight changes in your project by clicking the **Undo** button  on the **Math** toolbar.

—or—

- You can redo up to the last eight changes you used the **Undo** button to undo by clicking the **Redo** button  on the **Math** toolbar.

## Adding a Math SuperGrouper™ to your project


Math SuperGroupers are similar to the SuperGrouper®'s in Kidspiration's Picture View. They are used for grouping, sorting, categorizing and counting activities.

1. Click and drag a rectangular **Math SuperGrouper** from the **Math palette** onto the blank workspace.
2. Click on one of its handles to resize it so that it fits below the text boxes and on the left side of the workspace, and takes up about 1/4 of the workspace from left to right.

## Duplicating items on the workspace

You will use a Math SuperGrouper to represent each person in this word problem. Because you want three Math SuperGroupers which are about the same size and shape, you can use Copy and Paste options to create two more of them on the workspace.

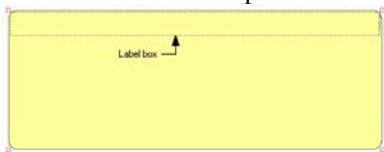
1. Select **Copy** from the **Edit** menu and then click on an area of open workspace to the right of the first grouper.
2. Click **Paste** on the **Edit** menu. Move your cursor to another area of open workspace and click **Paste** again.
3. Position the groupers in a row from left to right across the page.

- Now add another text box to the right of the groupers and resize it so it is square and takes up the remaining space on the right side of the workspace. Click the **Border** button  on the Bottom toolbar to give it a border.

You will add information to this text box later.

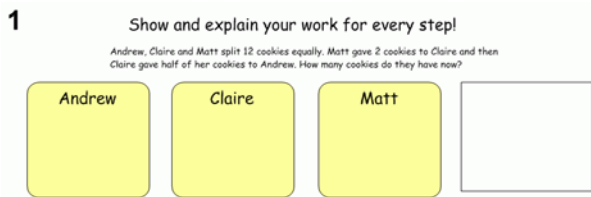
## Labeling Math SuperGroupers

- Notice that when you have a grouper selected, a label box appears in dotted lines at the top.



- Double-click inside the first grouper's label box to select it and a cursor will appear.
- Type **Andrew**, and then select the label in second grouper and type **Claire**. Type **Matt** into the third one.

Your project should look something like this:



## Locking items on the workspace

Now that Step 1 is set up, you can lock its contents so that they cannot be moved or deleted.

- First you'll need to multi-select the three Math SuperGroupers by holding down the **Shift** key and clicking each of them.

**Tip:** You can also turn Shift-select on, which allows you to select multiple items on the workspace without holding down the Shift key. Click the **Shift-select** button on the **Bottom** toolbar to turn Shift-select on or off. The Shift-select button appears on Math View's Bottom toolbar when **Stylus Mode** is turned on in **Application Options** on the **Teacher** menu.

**Note:** The Teacher menu must be enabled in order to access *Application Options*. To turn the Teacher menu on or off, click **Enable Teacher Menu** on the **Teacher** menu. You can create a password for the Teacher menu to prevent students from using it and changing teacher preferences.

- On the **Teacher** menu, click **Application Options**.
- Check the box next to **Password Enabled**.
- Click **Set Password**.

The Set Password dialog box appears.

- Type the password you want to use in the **Enter Password** box.
- Type the password again in the **Confirm Password** box, and then click **OK**.
- When you enable the Teacher menu, you will be prompted to enter your password.

**Note:** If you forget your password, you can access the Teacher menu by using the password "Kidspiration3."

2. With the groupers selected, click **Locked Item** on the **Teacher** menu.

A checkmark appears next to *Locked Item* when the groupers are locked, and the corner handles change.

### **Notes:**

- The Teacher menu must be enabled for the *Locked Item* option to appear. To turn the Teacher menu on or off, click **Enable Teacher Menu** on the **Teacher** menu.
- If you were to choose the *Locked Step* option from the Teacher menu, it would preserve Step 1 but it would not allow students to add to the step in any way. Nor would any of your work so far transfer to subsequent steps. Be aware that this option exists.

3. Now lock the three Math Text Boxes in Step 1 as well.

## **Duplication options for Math Text Boxes in steps**

When you add a step in the Step Workspace, your previous work is duplicated in the new one. However, by default, Math Text Boxes do not duplicate. In this project, since it will help if you can continue to see the story problem in subsequent steps, we will change the default setting for specific Math Text Boxes.

1. Click to select the text box where you have written the story problem beginning with *Andrew....*
2. Select **Math Text Box in Next Step** on the **Teacher** menu and choose **Duplicate With Contents**.

Since you will be explaining your work in the empty box in each step, you want the box itself to appear in each new step, but without transferring the contents from the previous step.

- Select the empty text box and select **Math Text Box in Next Step** on the **Teacher** menu and choose **Duplicate Without Contents**.

## Solving the problem

Add color tiles to Step 1 to begin solving the problem.

1. Click the red color tile in the **Math palette** and drag it into the first grouper.
2. Click on the red color tile again in the **Math palette** to create three more in the grouper. It's okay if tiles overlap.
3. Repeat these steps to finish splitting the "12 cookies." Add four green color tiles to the second grouper and four blue color tiles to the third one.

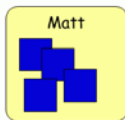
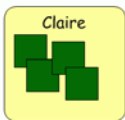
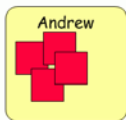
You have now represented the first part of the word problem.

4. Describe what you did in the blank text box on the right:

**1**


Show and explain your work for every step!

Andrew, Claire and Matt split 12 cookies equally. Matt gave 2 cookies to Claire and then Claire gave half of her cookies to Andrew. How many cookies do they have now?



12 cookies were split equally.  
Each student gets 4 cookies.

## Step 2

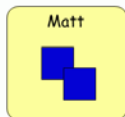
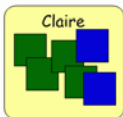
1. Click the **Add Step** button  on the **Math** toolbar and add Step 2. Notice what gets duplicated based on the settings you chose in Step 1.
2. Now represent the next part of the problem by multi-selecting two of Matt's blue color tiles and dragging them into Claire's grouper.



3. Describe what you did in the blank text box on the right:

2

Andrew, Claire and Matt split 12 cookies equally. Matt gave 2 cookies to Claire and then Claire gave half of her cookies to Andrew. How many cookies do they have now?



Matt gave 2 of his cookies to Claire. Now Claire has 6 cookies.

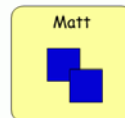
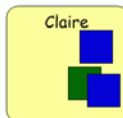
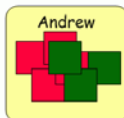
### Step 3

1. Click the **Add Step** button on the **Math** toolbar again and add Step 3.
2. Now represent the final step in the problem by multi-selecting three of Claire's green color tiles and dragging them into Andrew's grouper.
3. Describe what you did in the blank text box on the right. You can also resize text and make your text box containing the answer smaller.

Step 3 of your project should look something like this:

3


Andrew, Claire and Matt split 12 cookies equally. Matt gave 2 cookies to Claire and then Claire gave half of her cookies to Andrew. How many cookies do they have now?



Claire gives half (3) of her cookies to Andrew. Now Andrew has 7, Claire has 3 and Matt has 2 cookies.



## Deleting and navigating between steps

If you add another step by accident, you can delete it. Note that you can only delete the last step at any time from a math project in the Step Workspace.

1. Add a 4th step to your project.
2. To delete it, click the **Delete Step** button  on the **Math** toolbar.
3. You will be prompted to confirm that you want to delete the step. Click **Yes** to proceed.
4. You can repeat this process to delete multiple steps.

***Note:*** If you accidentally delete a step, you can click the **Undo** button on the **Math** toolbar to undo up to your last eight changes.

5. To navigate through your steps, click the

**Go to Previous Step**  and **Go to Next Step**  buttons on the **Math** toolbar.

## Printing your project

To print a project, click **Print** on the **File** menu.

You can also choose from the following options before printing:

### Selecting page orientation

In Math View, landscape orientation is the default. To switch to portrait orientation before printing a project:

1. On the **File** menu, click **Page Setup**.
2. Next to **Orientation**, click the **Portrait** or **Landscape** icon (Macintosh).

—or—

Under **Orientation**, select **Portrait** or **Landscape** (Windows).

## Selecting paper size

Letter is the default paper size in Kidspiration. To select a different paper size:

1. On the **File** menu, click **Page Setup**.
2. In the **Paper** list, select the paper size you want (Macintosh).  
—or—
3. Under **Paper**, select the paper size you want in the **Size** list (Windows).

## Printing page numbers

If you choose to print page numbers, they will appear at the bottom of the page. To print page numbers:

1. Click the **Student Name** button.
2. Check the box where indicated.

## Closing your project and returning to the Kidspiration Starter

Congratulations! You have completed *Tutorial Two: Using steps to show progression of work*. To close your project and return to the **Kidspiration Starter**, click the **Go to Starter** button.



When you return to the Kidspiration Starter, you are prompted to save the open project. Click **Yes** if you want to save the project.

## Tutorial Three: Creating an open-ended problem in the Free Workspace

The Free Workspace allows for the creation of an open-ended problem where students can choose any tool with which to complete their work. A Math Text Box from the Math palette can be used to create instructions for the project, and then locked so it cannot be moved or deleted.

In this brief tutorial, you will learn to create a new project in the Free Workspace and see two examples of open-ended problems. For information on how to use the Math Tools, refer to Chapter 4, Tutorial One.

### Starting Kidspiration®

#### To start Kidspiration on a Macintosh:

- Open the **Kidspiration 3** folder and double-click the **Kidspiration 3** icon.



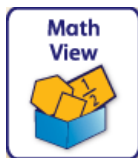
The Kidspiration Starter opens.

#### To start Kidspiration in Windows:

Click the **Start** button, point to **Programs** and click **Kidspiration 3**.

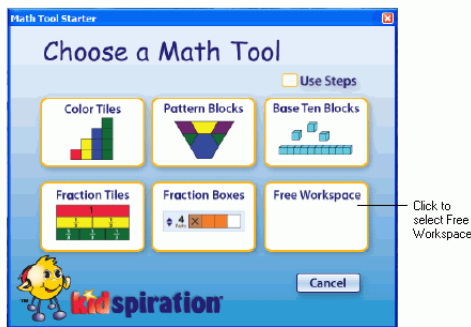
The Kidspiration Starter opens.

The Kidspiration Starter is the place where you start new projects, open existing projects and use the many different Kidspiration activities. You will begin by clicking the **Math View** button to open the Math Tool Starter.



## Starting a new Kidspiration project using the Free Workspace

1. Click on **Free Workspace** on the **Math Tool Starter**.



A new workspace opens without a Math Tool having been selected.

## Adding your name to a project

1. On the **Math** toolbar, click the **Student Name** button
2. Type your name in the box where indicated.



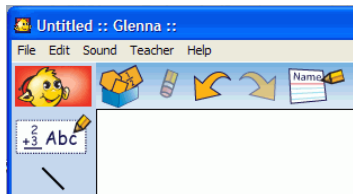
For the examples in this tutorial we will use the name “Glenna.”

3. To choose where you want the name to appear on the page, select **Left**, **Center** or **Right**.

A preview of how the name will appear on the page is displayed in the box on the right side of the dialog box.

4. Click **OK**.

The student name appears in the title bar of the document.




## Saving your work


1. On the **File** menu, click **Save**.
2. In the folder list, click the folder where you want to save the project.
3. Type a name for the project, and then click **Save**.

Kidspiration suggests the name “Glenna” based on the student name, but you can use a different name.


## Setting up your project in the Free Workspace with a Math Text Box

1. Click the **Math Text Box**  in the **Math palette** and drag it onto the workspace.
2. Drag it into position wherever seems most appropriate.
3. Type inside it to add project instructions or explain the problem to be solved.


**Note:** If you make a mistake in your work, you have several options on the Math toolbar:

- You can delete an item by selecting it and clicking the **Clear** button  on the **Math** toolbar.

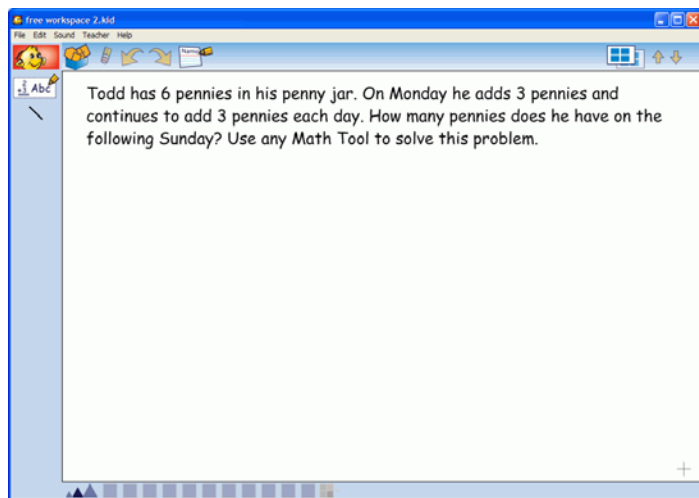
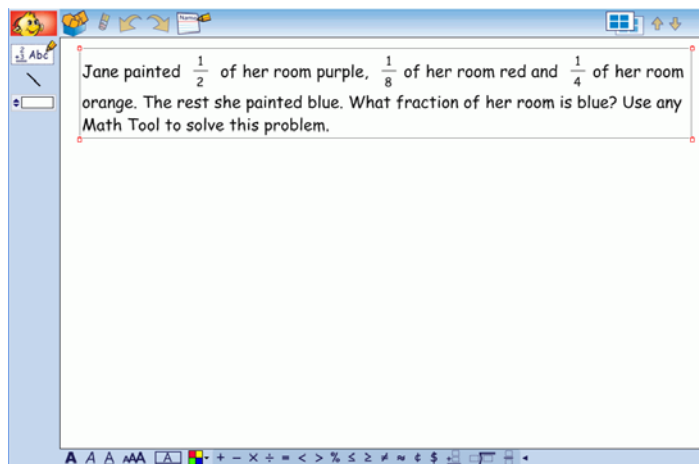
—or—

- You can undo up to the last eight changes in your project by clicking the **Undo** button  on the **Math** toolbar.

—or—

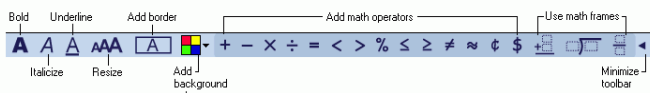
- You can redo up to the last eight changes you used the **Undo** button to undo by clicking the **Redo** button  on the **Math** toolbar.

Here are two examples of projects created in the Free Workspace, with open-ended problems:





4. Use the **Bottom** toolbar to change the style of text, add a border and a background color to Math Text Boxes, and to add operators and math frames.




5. When working with Math Text Boxes, click the arrow to the right of the **Open Math Frame** button  in order to see all of the **Bottom** toolbar.



## Locking the Math Text Box

Once your Math Text Box is set up, you can lock it so it cannot be moved or deleted.

- With text box selected, click **Locked Item** on the **Teacher** menu.

A checkmark appears next to *Locked Item* when the text box is locked, and the corner handles change on the box to look like this .

**Note:** The Teacher menu must be enabled for the *Locked Item* option to appear. To turn the Teacher menu on or off, click **Enable Teacher Menu** on the **Teacher** menu.

## Creating a password for the Teacher menu

You can create a password for the Teacher menu to prevent students from using it and changing teacher preferences.

1. On the **Teacher** menu, click **Application Options**.
2. Check the box next to **Password Enabled**.
3. Click **Set Password**.

The Set Password dialog box appears.

4. Type the password you want to use in the **Enter Password** box.

5. Type the password again in the **Confirm Password** box, and then click OK.

When you enable the Teacher menu, you will be prompted to enter your password.

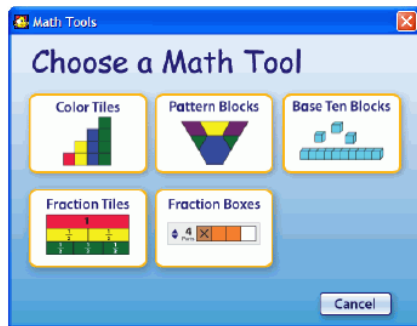
**Note:** If you forget your password, you can access the Teacher menu by using the password “Kidspiration3.”

## Solving the problems

1. First think about which tool would be best for each project.
2. When you are ready to choose a Math Tool, click the **Math Tools** button on the **Math** toolbar.



3. Select the Math Tool you want from the **Math Tools** dialog box, and you are on your way!



## Printing your project

To print a project, click **Print** on the **File** menu.

You can also choose from the following options before printing:

### Selecting page orientation

In Math View, landscape orientation is the default. To switch to portrait orientation before printing a project:

1. On the **File** menu, click **Page Setup**.
2. Next to **Orientation**, click the **Portrait** or **Landscape** icon (Macintosh).

—or—

Under **Orientation**, select **Portrait** or **Landscape** (Windows).

### Selecting paper size

Letter is the default paper size in Kidspiration. To select a different paper size:

1. On the **File** menu, click **Page Setup**.
2. In the **Paper** list, select the paper size you want (Macintosh).

—or—

3. Under **Paper**, select the paper size you want in the **Size** list (Windows).

### Printing page numbers

If you choose to print page numbers, they will appear at the bottom of the page. To print page numbers:

1. Click the **Student Name** button.
2. Check the box where indicated.

## Closing your project and returning to the Kidspiration Starter

Congratulations! You have completed *Tutorial Three: Creating an open-ended problem in the Free Workspace*. To close your project and return to the **Kidspiration Starter**, click the **Go to Starter** button.



When you return to the Kidspiration Starter, you are prompted to save the open project. Click **Yes** if you want to save the project.

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